

## Lobby Display Tables and Charity Drop-boxes

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March 2017

Lobby display tables and charity drop-boxes must be approved in advance. [Request approval](#)

**Authorized Groups:** The request is initiated by a department or office of McMaster University OR a sanctioned MSU club. The display or charity drop-box has no association with a commercial enterprise.

**NOTE:** Student Groups must first fill out a [Student Event Planning Approval Form](#) (EOHSS). Once approval has been received from EOHSS proceed to completing the following application. **You must include the EOHSS approval with this application.**

**Space:** The display is localized to one table and two chairs (provided by the Library). Expansion beyond this space must be approved prior to the event with the designated library staff member in that building.

**Number of Bookings:** Mills and Thode will each allow one information display table at a given time. Mills, Thode and Innis will each allow one charity drop-box at a given time. Groups are allotted a maximum of five table bookings per month.

**Days and Times:** Unless previously negotiated, tables are available from 8:30 am to 5:00 pm, Monday to Friday.

**No Shows:** Groups who fail to show more than three times lose their booking privileges for 2 months. Any previously-booked tables will be cancelled.

**Library Regulations:** Groups must abide by all library regulations including signage (no signs affixed to walls, pillars, etc.)

**Selling:** Tables are not to be used for the sale of merchandise, nor should monetary donations be accepted.

**Aggressive Behaviour:** Groups may not approach users in the lobby. Information may be presented to those who stop at the table and show interest.

**Objectionable Material:** The Library supports an inclusive community. The Library reserves the right to reject material that is discriminatory, profane or otherwise offensive.

**Latex:** The Library prohibits the use of latex balloons in any displays.

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