

E.H. Hereford University Center and Commons

Reservation Guidelines

Booths, Checkout Tables, and Equipment Checkout

Booths, or informational tables, are available in the corridors around the UC Plaza food court and may be reserved by groups through regular standardized channels. Additionally, there are checkout tables available at the Campus Information Center in the UC and Information Desk at The Commons. These are to be used outdoors, or in other buildings. Other equipment may be checked out as well, excluding technical equipment. Reservations should be made through regular standardized channels, and requests should be received no less than 24 hours in advance. Transportation is the responsibility of the organization checking out the equipment. If equipment comes back late, damaged, or not at all, then appropriate replacement, repair, or retrieval fees will be assessed.

Groups choosing to utilize Booth tables or checkout tables must limit activity to the confines of the table. Activities may not restrict traffic flow or interfere with other tables. Loud or boisterous activity is not allowed. Hawking, or calling out/approaching passers-by is prohibited.

Food may not be gifted or sold from Booth spaces in the UC; additionally, nothing else can be sold from Booths.