

## **WCSA Building Policies**

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Wilson Commons Student Activities  
University of Rochester  
PO Box 270281  
Rochester, NY 14627  
(585) 275-9390



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## Building Access Policy

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Student Life Spaces are open access during posted building hours. Building hours can be found posted at the entrance of Student Life buildings and [on our website](#).

### Exceptions

Events that fall outside of normal building hours can be arranged through the Wilson Commons Reservations Coordinator for student organizations, or Event and Classroom Management for departments, at least eight days ahead of time.

There is an hourly fee of \$20 an hour for student organizations and \$30 an hour for University departments and external clients. A minimum charge of one hour will be assessed for all events outside of building hours.

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## Frederick Douglass Commons Policies

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### Access Policy

To unload and load supplies for events in Douglass Commons, the designated location is the loading dock off of Library Road. Please put on your hazard lights while at the dock.

Vehicles cannot remain at the loading dock during events.

### Meeting Room Usage Policy

The meeting rooms in Douglass Commons can be reserved by departments and student organizations. Please place requests through [Virtual EMS](#). Room reservations are listed on the room cards posted outside of each space. Rooms are also available for general access by the University of Rochester community whenever they are not reserved. Simply swipe your valid ID to unlock the door.

Furniture must be returned to its proper location and rooms must be vacated before any reservations begin.

Please do not leave any personal items unattended in meeting rooms. Any items found will be collected and brought to the [Common Connection](#) lost and found.

## Meditation and Prayer Room Usage Policy

Monday through Friday, from 7:30 a.m. to 7 p.m., the meditation and prayer room is open for individual prayer and meditation use. Outside of these hours, reservations can be placed for activities appropriate for a meditation room.

When in the mediation and prayer room, please follow these guidelines:

- # This room is to be used for meditation or prayer and not for any other purposes.
- # Please respect others using the space and maintain a peaceful, quiet atmosphere.
- # All electronic devices should be silenced.
- # Shoes must be removed before entering.
- # No food or drink is allowed.
- # Symbols of faith must be removed after each individual or group usage, and the overall tone of the room must be religiously neutral.
- # The use of fire, including lit candles or incense, is not permitted.

This is not a room for group work or conversations. No food or drink permitted.

## Community Kitchen Policy

Hosting organizations using the Community Kitchen must adhere to all policies outlined below. Violation of any of the below policies may result in losing the ability to reserve the space and revocation of approved user status. Exceptions to this policy may be made at the discretion of Wilson Commons Student Activities using the exception form.

### Reservation Process

- # All recognized University departments and student organizations on CCC can reserve and use the Community Kitchen.
- # Community Kitchen events cannot be advertised directly to the general public.
- # The Community Kitchen is an event space and is not to be used for personal lunches or as a break room. Personal food cannot be stored in the Kitchen's refrigerator.
- # The Community Kitchen is a closed space. To gain access for an event or drop-off, individuals can contact the building manager.
  - o Building managers will only open the space for confirmed reservations with an approved user present and scheduled drop-offs.

- # The Community Kitchen can be reserved through Virtual EMS using your department or student organization's Virtual EMS contact.
  - Departments must reserve the Kitchen at least 8 days in advance.
  - Student organizations must reserve the Kitchen at least 14 days in advance and must submit an activity registration through CCC.
- # Departments and student organizations within the College of Arts Sciences & Engineering may reserve the Kitchen at no cost. Other schools may incur a rental fee to use the space.

### **Community Kitchen Training**

- # One or more members of the hosting organization must complete Community Kitchen Training to become an approved kitchen user prior to their reservation's approval.
  - We recommend that multiple individuals complete the training and be listed on the reservation.
- # An approved kitchen user must be present at all times during the reservation (including any setup, cleanup, or prep time), even if the reservation does not involve cooking food.
- # The status of approved kitchen user is effective for one year.
- # Users wishing to renew their status must attend a kitchen training (in person or online) and complete the associated quiz by the end of the month or their status expires (ex: If a user was trained in April, 2018, they must complete a new training session by the end of April, 2019).
- # Approved users must be a current University of Rochester faculty/staff/student.
- # The assistant director of student life operations, as well as Wilson Commons Student Activities, reserve the right to revoke any individual's approved kitchen user status at any time.

### **Drop-off Procedures**

- # If food or equipment needs to be dropped off before an event, individuals must coordinate with the assistant director of student life operations. This information must be included in the initial reservation request.
- # Food ingredients must be purchased and brought directly to the Community Kitchen. Food is not to be stored in other areas of campus, such as residence halls or other departments, and cannot be stored off campus prior to the event.

- # Food stored in the Community Kitchen must be properly labeled with the date of the upcoming event and the organization hosting the event. Labeling materials are provided in the Community Kitchen.

### **Food Safety Policies**

- # Anyone cooking or preparing food is required to wear the provided disposable gloves.
- # Food that is prepared in the Community Kitchen must be served in the Community Kitchen. The only exception to this rule is the Community Room (Douglass 407).
- # The Community Kitchen **cannot** be used for:
  - Catering events in other spaces
  - Cooking food that will be served outside of the kitchen
  - Bake sales
  - Events that charge admission
- # The Community Kitchen **can** be used as a sanitary food preparation space to prepare food that does not involve cooking.
- # All food brought into the Community Kitchen must come from a New York State-licensed food vendor. Food that does not come from a licensed vendor, including home grown items or community gardens, is not permitted.
- # No alcohol is allowed within the space for cooking or consuming. The only exception to this policy is events catered by Mel Catering where Mel Catering is providing the alcohol.
- # Any leftover food must be clearly labeled with the current date and name of the organization. Leftovers must be removed from the Kitchen the same day as the reservation.
- # The Kitchen includes a shared dry storage cupboard, designated for leftover non-perishables (spices, sugar, flour, oil, etc.). Items placed in the shared dry storage must be properly sealed and labeled with the date of opening. Items in this cupboard can be used by any organization using the Community Kitchen, but availability is not guaranteed.

### **Equipment Use and Safety**

- # Reservations wishing to bring in outside equipment must indicate so in the reservation request. All outside equipment must be approved by the assistant director of student life operations prior to the reservation.
- # There is no power to the center island and reservations are prohibited from draping cords to the island. No extension cords or power strips are allowed in the space. Wired appliances can only be used on the back counter or tables.



- # Grease is not allowed to be poured down the Kitchen drains. There is a labeled grease jar for reservations to pour leftover grease into.
  - If a reservation has more grease than what fits in the grease jar they must call the building manager for assistance.
- # There are two sinks in the space. The larger sink may be used for washing and cleaning food and equipment. The smaller sink is designated for hand washing only and cannot be used for any other purpose.
- # Anyone using a knife in the Kitchen must wear a cut safe glove.
  - Plastic gloves must be worn underneath and over top the cut-safe gloves to ensure they are kept clean.
- # Knives, pots, and pans must be hand washed and not run through the dishwasher.
- # Knives must be washed and dried by hand and put away immediately.
- # Anytime the stovetop is in use the hood fans must be on.
- # To avoid cross contamination the cutting board color coded system must be followed at all times.
- # Furniture in the space cannot be rearranged or moved.
  - The Douglass Community Room must be reserved in addition to the Community Kitchen if a reservation needs to have movable furniture or a more flexible space.
- # A first aid kit is available in the Kitchen for any minor injuries, however, all incidents and injuries must be reported to the building manager. In the event of a serious burn or injury Public Safety must be called in addition to the building manager.
- # Closed toe shoes must be worn at all times and reservations need to be mindful of individuals with loose clothing.

## **Checkout Procedures**

- # All reservations are responsible for leaving the Community Kitchen as clean, or cleaner, than when they checked in.
  - Cleaning supplies are provided.
- # Every reservation is required to check out with a building manager.
- # Prior to checking out with a building manager:
  - All equipment must be washed, dried, and put away.
  - Counters and tables must be wiped down.
  - The floor must be swept.
  - The trash bins removed from the center island.

- # The building manager will complete a cleaning checklist with the reservation's approved kitchen user. If the Kitchen is found to be insufficiently cleaned the reservation will be asked to finish cleaning.
- # If a reservation fails to check out with a building manager or does not properly clean the kitchen, the hosting organization will be subject to a \$300 cleaning fee and may lose the privilege to use the kitchen in the future. The approved user for the event may also lose their approved user status.
- # Every reservation, regardless of whether or not cooking is occurring within the space, is required to fill out a cleaning checklist with the building manager.

## **Second Floor Lobby Policy**

The second floor lobby can only be reserved in conjunction with use of the ballroom. The lobby is a public space and thoroughfare, so even when reserved for an event, users should expect that there will be through traffic in the space.

## **Richard Feldman Ballroom Policy**

All AV, lights, and curtains in the ballroom can be accessed through the installed Crestron system. For assistance or issues with the Crestron system, please contact [Event and Classroom Management \(ECM\)](#) at (585) 275-9014.

The curtains in the ballroom are motorized and cannot be moved manually. When reserving the space you must communicate with ECM your need to have the curtains opened or closed. If during your event there is an unanticipated need to open or close the curtains, please use the Crestron system to open or close or contact the building manager at (585) 329-9093.

Tape cannot be used to affix anything to the walls or floor of the ballroom. If you will need to hang items, please contact the [Associate Director of Student Life Operations](#) before your event to discuss your needs and available options.

If you are a Student Organization in need of an a-frame or a small rectangular whiteboard sign, please submit a [Supply and Resource Request Form](#) 14-days prior to your event.

Furniture cannot be dragged in the space. If you must rearrange furniture at any time during your event, please lift and move the furniture.

If an external vendor is used for food, furniture, AV, or any other services, someone from the sponsoring organization or department must be present for all setup and cleanup to ensure these policies are followed.

Fog machines can only be used in the Douglass Ballroom with prior approval by the Associate Director of Student Life Operations. Their use requires the sponsoring organization to hire a fire marshal for the duration of the event at which the fog machine will be used.

Sponsoring organizations or departments are responsible for any damage that occurs during their reservation and any associated costs.

## **Priority for use of Douglass Spaces Policy**

### **Meeting Rooms**

Until 6:30 p.m. the registrar can put classes into the meeting rooms. Classes related to the Burgett Intercultural Center and Language Center will have priority placement. After 6:30 p.m. the meeting rooms can be used for meetings. Douglass 401 cannot be used for classes. Exceptions may be made at the request of the Registrar's office.

### **Green Room**

The Green Room can be reserved through Virtual EMS, but reservation in the space can be bumped for performances in the ballroom that require the use of the Green Room.

## **Restrictions on Outside Rentals Policy**

No outside rentals will be considered during the high demand time from spring break until the end of the academic year.

## **Furniture Policy**

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If the furniture in a lounge space or meeting room is moved, it must be returned to its original location by the sponsoring organization. If it is not returned to its original setup, a room reset fee will be charged. Furniture cannot be removed from a space without prior permission from Wilson Commons Student Activities or Event and Classroom Management.

Furniture cannot be placed in fire egress areas and cannot be used to totally block off a space. Decorations (e.g., streamers) can be used to create a temporary barrier for an event space (but cannot be taped to any painted surfaces) and must be removed by the sponsoring organization at the end of their event.

In Wilson Commons' Hirst Lounge, the only furniture that can be moved by a sponsoring organization are the two information tables in the front of the space. These tables cannot be dragged; they must be picked up to be moved and then returned to their original locations by the sponsoring organization. No other furniture can be moved without working with Event and Classroom Management (ECM). If the soft furniture under the clocks must be moved from its original location for an event, a \$100 furniture fee will be charged per event.

Furniture in Wilson Commons conference rooms cannot be moved without working with ECM.

## **Genesee Hall Policies**

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### **Access Policy**

To unload and load supplies for events in Genesee, the designated location is the Susan B. Anthony Hall loading dock. Please put on your hazard lights while at the dock.

Vehicles cannot remain at the loading dock during events.

### **Priority for use of Genesee Spaces Policy**

#### **Meeting Rooms**

Until 6:30 p.m. the registrar can put classes into the meeting rooms. After 6:30 p.m. the meeting rooms can be used for meetings. Genesee 325 can not be used for classes. Exceptions may be made at the request of the Registrar's office.

## **Meeting Room Usage Policies**

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The meeting rooms in Douglass Commons, Genesee Hall, and Wilson Commons\* can be reserved by departments and student organizations. Please place requests through Virtual EMS. Room reservations are listed on the room cards posted outside of each space. Rooms are also available for general access by the University of Rochester community whenever they are not reserved\*. Simply swipe your valid University ID to unlock the door.

Furniture must be returned to its proper location and rooms must be vacated before any reservations begin.

Please do not leave any personal items unattended in meeting rooms. Any items found will be collected and brought to The Common Connection or Genesee Hall manager desk lost and found.

\*Wilson Commons 104 is only available for same day reservations and walkup use on weekends and after 5 p.m. on weekdays. It is still available for reservations ahead of time using Virtual EMS.

## **Spurrier Hall Policies**

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### **Access Policy**

To unload and load supplies for events in Spurrier, the designated location is the Susan B. Anthony Hall loading dock. Please put on your hazard lights while at the dock.

Vehicles cannot remain at the loading dock during events.

### **Dance Studio Policy**

Academic uses have priority for this space. This includes regularly scheduled classes as well as rehearsals by students related to classes, faculty use for rehearsal and class preparation, use by visiting artists, performances, workshops, and lectures sponsored by the Program of Dance and Movement.

Every effort will be made by the Program of Dance and Movement to schedule the space prior to the start of each semester. However, there may be occasions when a special reservation may be necessary. Once notified by the Program of Dance and Movement, Wilson Commons Student Activities (WCSA) will make every effort to reschedule your organization to another location. Students are to use this space only during their reserved time.

To facilitate event scheduling, we do not allow organizations to schedule weekly Friday practices in the studio. If there is no event scheduled, the room will become available to book via Virtual EMS two weeks in advance.

## Appropriate Use of the Studio

Please respect the dance studio and leave it better than you found it. Only clean, soft dance shoes and bare feet are allowed on the wood floor. Dance shoes with heels that mark or scratch the floor are not permitted and rosin is not permitted.

Props are not permitted on the dance floor.

No food or drink, aside from water, is allowed in the dance studio at any time. No items of any sort may be placed or left in the taped-off fire exit area. Windows and doors must be closed and locked when exiting the studio.

The dance program's mats are not to be used without permission. Organizations must provide their own source of music as there is no access to installed sound equipment. The studio must be left in clean condition at the end of the day so it is ready for classes the next morning. Please take your water bottles and clothes with you when you leave the studio.

## Dance Studio Security

When an Organization has a reservation for the space, the reservation contact person will be granted card-swipe access for the room. Only organization members who have completed a contract will be able to gain access. **It is your responsibility to make sure the dance studio doors and windows are closed and locked after your rehearsal or performance.**

Your organization is responsible for the space when you have it reserved, so please be sure to secure the studio and permit the next user of the space to card-swipe into the room.

## Dance Studio Piano

The **piano should never be moved**, as moving the instrument excessively can affect its tuning. If there is an unusual and necessary reason to move the piano, a written or emailed request must be made to the director of the Program of Dance and Movement.

## Gymnasium Policy

The gymnasium is for use by University of Rochester campus community members only. Use of the gymnasium is only permitted during regular building hours of operation.

The gymnasium is a reservable space available for open gym use after 4:30 p.m. on weekdays and all day on weekends by contacting the building manager to gain access. You will be required to leave your University ID with the building manager and sign in while using the gym, and are responsible for following all rules for the use of the space.

If you have non-University of Rochester guests that would like to use the gym with you, you must remain with them for the duration of their gym use. You are also responsible for removing any trash and keeping the space clean. The building manager can be reached at (585) 622-5996.

All individuals must have the appropriate non-marking sneakers for use on the basketball court. NO boots, sandals, dress shoes, flip-flops, or bare feet allowed.

Hanging on the rim, backboard, or net is not permitted. Please report any broken equipment or concerns to the building manager immediately.

No food or gum is allowed in the gymnasium. Water and sports drinks are permitted in drinking bottles with secure lids. No glass containers allowed.

## **Practice Room Policy**

Keys for the practice rooms can be signed out from the Music Department in Dewey Hall 1-339. When you leave a practice room please turn off the lights and lock the door behind you. Practice rooms are only open during building hours.

## **Piano Policy**

No drinks are allowed on the pianos. If there is an issue with a piano, please report it to the Building Manager.

## **Wilson Commons Policies**

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### **Access Policy**

- # To load and unload supplies for events in Wilson Commons, the designated location is the Douglass Commons lower loading dock off of Library Road. Please put on your hazard lights while at the dock.
- # Vehicles cannot remain at the loading dock during events.

### **Red Cart Usage Policy**

- # To borrow the red cart, you must:

- Be a member of a registered student organization or a University staff member.
  - Use the red cart for the purposes of that organization.
  - Leave your ID card and phone number with the Common Connection.
- # Return the cart within three hours unless prior arrangements have been made. If the cart is returned damaged, a fee may be assessed. If the cart is not returned, there is a \$300 replacement cost.
- # While we make every effort to accommodate requests, the cart is non-reservable and is instead available on a first-come, first-served basis. There are certain times where the cart may not be available for use.

If you have any questions regarding these policies, please contact the Director of Wilson Commons.

## **Piano Policy**

- # There are four pianos located throughout Wilson Commons, with one each in the following rooms:
- Gowen Room
  - May Room
  - Havens Lounge
  - Wilson Commons 503
- # The Gowen Room, May Room, and Havens Lounge pianos can be used if the room is not reserved for an event or meeting. The pianos cannot be used while Event and Classroom Management is setting up for an event. No drinks are allowed on the pianos. If there is an issue with a piano, please report it to the Common Connection.

## **Third Floor Lounge Chalkboard Policy**

- # To reserve the third floor lounge chalkboard in Wilson Commons, please submit a request using the [Supply and Resource Request Form](#) at least five business days prior to the start of the requested reservation date. Reservations are made on a first-come, first-served basis. An email will be sent to the individual who submitted the initial request either approving or denying the request depending on if it can be accommodated. Please be aware that organizations are not guaranteed use of the chalkboard.
- # The third floor lounge chalkboard is exclusively available to Student Organizations and University departments recognized by Wilson Commons Student Activities (WCSA).



Chalking by unrecognized Student Organizations or outside entities will be erased. The chalkboard is reserved in one-week time slots.

- # Approved organizations must use chalk provided by WCSA. Chalk may be picked up and returned to the Common Connection.
- # All displays must clearly state the sponsoring organization/department. Student Organization displays must be approved by the advisor before student organizations can chalk.
- # WCSA is not responsible for the erasing or tampering of information. However, chalking of any content that is deemed inappropriate by WCSA will be removed immediately. Inappropriate content includes drug paraphernalia and slanderous language.
- # All chalking will be erased by midnight on the last day of the reservation.

## **Shops @ Wilco**

- # Shops are only available for reservation by College Student Organizations and Fraternity & Sorority Life groups.
- # Shop reservations are limited to two (2) reservations per semester, four (4) per academic year. A Shop will be reserved for six (6) days. A fee of \$10 per reservation will be assessed for all confirmed reservations and will be deducted prior to the distribution of funds
  - o You cannot use a Shop without a reservation.
  - o All reservations start on Monday and can go through Saturday
  - o Shopkeepers can check in each day when The Common Market opens and must check out by the time The Market closes.
- # Student organizations with confirmed reservation(s) may store non-perishable supplies in the lockable cabinets of their assigned shop.
- # All Shop reservations that involve the sale of food, must follow University sanitation policies.
- # Keys and QR code must be checked in and out every day from The Common Market. Shop laptop and flex machine must be locked in the bottom cabinet of the assigned Shop at the end of each day and the Shop cashbox must be returned to The Common Market at the end of each day.
- # Sales, advertising, and solicitation must be conducted at the assigned Shop. Individuals staffing the Shop may not solicit anywhere else in the Campus Center or on campus. At least one representative from the student organization to whom the reservation was confirmed must be present during use.

- # College Student Organizations and Fraternity and Sorority Life groups may not harass or shout at patrons of Wilson Commons. Organizations engaging in harassment will be asked to leave and have their Shop reservation canceled.
- # Funds collected through the Shops @ Wilco will be available within one month of the reservation ending. Earnings for College Student Organizations will be deposited into their designated SOFO account. Earnings for Fraternity & Sorority Life groups will be dispersed in the form of check by the FSA Advisor(s).
- # If the student organization does not raise enough money to cover the fees for reserving a Shop, they will be invoiced for the remaining amount. Payment must be received in full before the Organization can reserve future WCSA resources, including (but not limited to) room reservations, promotional opportunities, etc.
- # Only Uros, cash, and credit cards may be accepted. Use of mobile payment (such as Venmo, PayPal, etc.) methods are not permitted.
  - Credit cards can only be accepted through the CCC payment portal. The student organization should never handle a customer's credit card.
- # All sales must be logged accurately in CCC under the fundraising event.
- # Exceptions to this policy may be approved on a case-by-case basis. To request an Exception, please complete the Exception Form.
- # Failure to comply with the Shops @ Wilco policy, may result in discontinuation of sales for the remainder of the reservations timeframe and/or loss of privileges.

### **Shops @ Wilco Prices and Inventory**

- # Shops are permitted to sell items with up to 3 different price points.
  - For example, a Shop requesting to sell: Small Stickers for \$2, Large Stickers for \$3, Pins for \$2 and Cups for \$4, would be permitted.
  - A Shop requesting to sell: Small Stickers for \$2, Small Stickers with Glitter \$3, Cups for \$4, Large Pins for \$5, would not be permitted.
- # Shops must have at 10 or more of each item type in their Shop inventory.
  - For example, 10 stickers, 15 pins, 10 cups, etc.

*\*\*Exceptions to these requirements must be requested by submitting (and receiving approval to) a CCC Exception Form at least 14 days prior to your reservation start date \*\**

### **Use of Shops Computer and Equipment**

- # Use of Shops computers and equipment must adhere to the University's Acceptable Use policy. Improper or personal use of devices may result in loss of privileges.

## Limited Use

Shops cannot be used for the following:

- # To sell tickets, raffle tickets or any other item that is tied to admittance, participation or registration for an event or program.
  - Gambling Policy
- # To collect dues. This includes fines that are imposed on the student organization.
- # To sell paraphernalia related to alcohol or drug consumption.
- # To sell items listed as restricted under the Residential Life Fire & Life Safety Guidelines/ Checklist

## Cancellation Policy

- # Reservations must be canceled in the CCC and EMS by the Organizations VEMS contact. Frequent last-minute cancellations will be documented and may result in loss of Shop privileges.
- # An organization that does not show-up for their confirmed reservation(s), will:
  - Assessed the \$3 per day fee
  - Have their Shops @ Wilco privileges suspended for the remainder of the semester
  - All of their room reservations (confirmed or submitted) will be canceled, and the organization will be unable to submit a reservation or promotional opportunities request until the fee is paid in full.

## Loss or Damage

- # Any loss, damage, or vandalism to the Shops @ Wilco equipment during the reservation, is the responsibility of the organization that is using it. The organization will be charged based on the cost for repair or replacement (not to exceed \$3,000).
- # Any of the above circumstances must be reported immediately to the Campus Center Building Manager.
  - Below is a list of fines per damage:
    - \$50 if the key is lost or damaged
    - \$100 if a damaged containment box requires replacement
    - \$100 if electronics (computer, flex machine, etc.) are damaged

## Information Tables

Information Tables (Info Tables) are a tool frequently used by Student Organizations and Departments as a method to raise awareness about their activities or initiatives. There are four (4) information tables located at the top of the steps as you enter Hirst Lounge in Wilson Commons.

### Reserving Info Tables

- # Info tables can be reserved through Virtual EMS at least 4 days prior to the requested start date and no more than twice per semester.
- # There are two (2) time slots to choose from:
  - 10 a.m. to 2 p.m. and/or 3 p.m. to 7 p.m.
- # Reservations are first-come, first-serve, however priority will be given to student organizations.

### Info Table Policy

- # The Confirmation email for a reservation will clearly indicate which Information table has been assigned to your request, please only use the table that has been assigned to your department or organization.
- # Information can only be distributed from the designated table, individuals staffing the table may not solicit anywhere else in Wilson Commons.
- # Info tables cannot be used for student organization fundraising, for the sale of items, or tickets. UROs, cash and mobile payments may not be collected at the information table.
- # Exceptions to this policy may be approved on a case-by-case basis. To request an exception, please complete the Exception Form .
- # Should the Information Table area in Hirst Lounge be needed due to an event in the space, a confirmed Info Table reservation will be canceled/rescheduled. If feasible and at the discretion of the Reservation Coordinator, the space may be shared with the confirmed event.
- # The only food that can be distributed from info tables is pre-packaged, individually wrapped, non-perishable items.

### Info Table Cancellation Policy

- # Info Table reservations should be canceled through virtual EMS.

# Cancellation should occur by 10 a.m. at least 2 business days before the start of the reservation.