



One University. One World. Yours.

Name: Loaning Tables and Chairs
Policy Number: 3-1025
Origin: Facilities Management
Approved: December 2004
Issuing Authority: Director, Facilities Management
Responsibility: Manager, Custodial and Administration, Facilities Management
Revision Date(s): December 2007
Effective Date: December 18, 2007

1. Policy:

Facilities Management may loan tables and chairs to non-profit groups with the following stipulations:

2. Procedures:

- 2.1. The tables and chairs will be loaned at no cost.
- 2.2. Facilities Management shall not incur any costs nor expend any labour to provide the tables and chairs.
- 2.3. The group borrowing the tables and chairs shall be responsible for any damage.
- 2.4. University needs shall take priority over loaning out tables and chairs.
- 2.5. The University shall not loan tables and chairs where it results in competing against private businesses.
- 2.6. The group requesting tables and chairs shall submit their request in writing to the Manager, Custodial and Administration for approval stating the event, not for profit group and contact person, the required number of tables and chairs, and required and return dates.