



Campus Affiliates Reservations Terms & Conditions

1. **Point of Contact** must check in at the Cub-E tent (left of the Bear's Cafe) and receive a daily tabling permit. Permits are **valid for (1) day**.
2. Cub-E equipment is **not available** on a first come first basis for campus affiliates. A **reservation** must be submitted at least **(2) weeks** before the intended day to table. Any campus affiliate **tabling without an approved reservation will be asked to relocate**.
3. Tabling is **only permitted on Upper Sproul**. Those who attempt to table in other locations will be asked to relocate, and may lose future reservation opportunities.
4. **Tabling on the red bricks or blocking any pathways or entrances is prohibited**. Those who violate this policy will be asked to move and risk being blocked from using Cub-E during the remainder of the semester.
5. Amplified Sound is **only permitted 12pm- 1pm and 5pm- 7pm**. Please reach out to Cub-E Staff or Event Services if you need more information on the approval process for outside of these hours.
6. Cub-E equipment **may not be left unattended**. If you are unable to staff your table for a window of time, you are expected to return all equipment to Cub-E staff. Once equipment is returned to staff, it will be available for checkout by any organization on stand-by.
7. Once you check out any equipment from Cub-E, **the equipment falls under the primary and secondary point of contacts' responsibility** for the duration of your check-out. **A fee of \$100 per table and \$50 per chair** will be charged for any missing or damaged equipment. Until the fee is paid, you will be blocked from tabling for the rest of the semester and possibly may lose future reservation opportunities the following semester.
8. All equipment must be returned to Cub-E **by 5pm**. Campus affiliates will be contacted if they do not return equipment in on time and will have until **5:30pm** to return. If equipment is not returned by 5:30pm, then the equipment will be due the following day once Cub-E opens. Depending on when the equipment is returned, the campus affiliate will be at risk of being blocked from Cub-E or being charged the missing equipment fees.
9. Reservations will **not be available** during the lottery period (the first two weeks of the semester), holidays, RRR week, finals week or during the summer.
10. Cub-E has the right to cancel any campus affiliate reservation at any time for any reason.
11. Campus affiliates tabling with Cub-E must adhere to [Berkeley Campus Regulations](#).