WCSA Building Policies

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

Events that fall outside of normal business hours can be arranged through the Wilson Commons Reservation 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. Minimum charge of one hour will always be assessed for after-hours events.

Hours for each building are listed on their page:

- Wilson Commons
- Frederick Douglass Commons
- Genesee
- Spurrier

Flag Display in Hirst Lounge

During the 2018-19 academic year, the flag display in Hirst Lounge is being evaluated to make it more inclusive of the student population. Several changes have been made that will expand the number of students represented, but this is a year of transition in which all of the systems are being worked out to allow for the future success of this display. The flags will be updated in December 2018. Then the statement below will go into effect beginning with the 2019-20 academic year. If there are questions, please email wcsa@rochester.edu.

The flags displayed in Hirst Lounge represent the citizenships of matriculated students, the sovereign nations of Native American students, the United States and its territories. This display is updated annually to represent the current student population at the University of Rochester.

Process for Yearly Display Update

By September 15, a dataset will be provided to the staff in Wilson Commons with the needed information. This data will be published and there will be a minimum of a two week time period in which students can petition to have their flag added based on the criteria above. A final list of flags will be established by October 15 each year.
Wilson Commons purchases new flags (if needed) and updates the display by November 10 each year following these guidelines:

# There are three distinct displays for international flags, Native American nation flags, and US territories
# United Nations recognized international flags will be displayed in alphabetical order according to the country’s English name
# Native American nations flags are displayed in alphabetical order
# US territories are displayed in the order of admission to the union

The International Education Week Committee coordinates all celebrations related to the flag display.

**Frederick Douglass Commons Policies**

**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 Room Usage Policy**
Monday through Friday, from 7:30 a.m. to 7 p.m., the meditation 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 room please:

# Remove your shoes and place them in the cubbies outside the room, or put the booties provided over your shoes
# Silence all cell phones and electronic devices
# Be respectful of other’s using the space at the same time you are

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

**Community Kitchen Policy**

Hosting organizations using the Community Kitchen should 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.

**Reservation Process**

Only recognized student clubs and organizations, or University departments, can reserve and use the Community Kitchen. The Community Kitchen is not to be used for lunch or as a break room for building staff.

The Community Kitchen is a closed space. To gain access for an event or drop-off, individuals can contact the building manager who will open the space for them. Building managers will only open the space for confirmed reservations and scheduled drop-offs.

The Community Kitchen can be reserved through Virtual EMS at least eight days prior to the event. University departments and student organizations can complete this process using their Virtual EMS contact. Student clubs and organizations must complete a CCC Event Registration form prior to reservation approval through their Campus Community Connection (CCC) organization page.

**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). An approved kitchen user must be present for every reservation, regardless of whether or not cooking is occurring within the space.

Training includes a short quiz, administered at the end of the training. A passing grade, as determined by the assistant director of student life operations, must be achieved to complete the training and become an approved kitchen user.

The status of approved kitchen user is effective for one year. Users wishing to renew their status must attend a new kitchen training 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). Exceptions to this policy may be made at the discretion of the assistant director of student life operations.

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 designation at any time.

**Drop-off Procedures**

If a drop-off of food or equipment is required prior to an event, individuals must coordinate with the assistant director of student life operations. This information should 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 should not 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 group hosting the event. Labeling materials are provided in the Community Kitchen.

**Food Safety Policies**

The Community Kitchen is to be used to make food that will be served and consumed in the kitchen. The Community Kitchen *cannot* be used for catering events in other spaces, catering prep, or making food that will be served outside of the kitchen. The only room food from the kitchen can be taken to is the Douglass Community Room across from the Community Kitchen.

If a Community Kitchen event is open to individuals outside of the University community, the group must obtain approval from the campus sanitarian and may be required to obtain a Temporary Food Permit, to be decided at the discretion of the campus sanitarian and the assistant director of student life operations.
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 items grown in homes or community gardens, is not permitted. No alcohol is allowed within the space for cooking or consuming.

Any leftover food must be clearly labeled with the name of the organization or department and the date. Leftovers must be removed from the Kitchen the same day as the reservation.

A shared dry storage cupboard, designated for leftover non-perishables (spices, sugar, flour, oil, etc.), is available in the space. Organizations that wish to leave items for others to use may do so, provided that the items are 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**

If you want to bring in outside equipment you must indicate so in your reservation request. All outside equipment must be approved by the assistant director of student life operations prior to the reservation date.

There is no power to the center island and wired appliances are not allowed to be used on the center island. Wired appliances can only be used on the back counter or tables. Extension cords and power strips are not allowed in the space and cannot be requested from WCSA or ECM. Cords should not be draped across from one counter or table to another.

Grease is only to be poured into the provided grease jar. No grease can be poured down either sink. The grease jar is emptied periodically by building staff. If the container needs to be emptied, please contact the building manager.

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 should never be used for any other purpose.

Hosting organizations that plan on using knives are responsible for making sure their members always wear a cut-safe glove. Plastic gloves should be worn underneath and over top the cut-safe gloves to ensure they are kept clean.

To avoid cross contamination the cutting board color coded system should be followed at all times.

Furniture in the space cannot be rearranged or moved. The Douglass Community Room should 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 Community Kitchen for any minor injuries, however, all incidents and injuries should be reported to the building manager. In the event of a serious burn or injury Public Safety should be called in addition to the building manager.

**Cleaning Procedures**

It is the responsibility of the hosting organization or department to leave the kitchen as clean, or cleaner, than they found it.

All equipment must be washed, dried, and put away prior, counters and tables should be wiped down, and floor should be swept prior to checking out with a building manager.

At the end of the event the hosting organization should call the building manager to checkout. The building manager will complete a cleaning checklist with the hosting organization’s approved kitchen user. If the kitchen is found to be insufficiently cleaned or the group fails to check out with a building manager, the hosting organization or department will be subject to a $300 cleaning fee and may lose the privilege to use the kitchen in the future. 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 need stanchions, sign holders, arrow signs, or other items, please request them ahead of time using our Equipment Rental Request Form and contact the building manager on the day of the event to pick up these items by calling (585) 329-9093.

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

The registrar can put classes relating to the Burgett Intercultural Center and Language Center into the meeting rooms. These classes will get first preference when reservations open before the process is open to other groups.

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

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

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.

Meeting Room Usage Policies

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.

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**Spurrier Hall Policies**

**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**

**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 Promotional Opportunities 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.

**Outside Vendor Table Request Policy**

A table may be scheduled by submitting the online Off-Campus Table Request Form.

Off-campus constituents can only request dates and times during the academic year. Off-campus constituents can request a maximum of two time slots per day, which includes 9 a.m.–2 p.m., 2 p.m.–7 p.m., or 7 p.m.–midnight, Saturday and Sunday Off-campus constituents can request a maximum of five days per month for vending purposes.

Once the form is approved, a confirmation email will be sent to the email address provided by the person who submitted the form.

There is a fee of $30 a day. This fee will be invoiced to the person who submitted the form at the end of the confirmed vending period. Checks should be made payable to the University of Rochester. This fee must be paid regardless of whether or not there are any sales made. Cancellations must be communicated 48 hours before the start of the reservation date.

Wilson Commons will provide one free vendor table to any Boy or Girl Scout Troop per semester. Any additional vendor tables requested will carry the $30 fee per additional day.

All off-campus constituents must check in at the Common Connection desk before setting up their table and stay at the designated vendor table at all times and be present during the length of the reservation. NO SOLICITATION is allowed anywhere else in Wilson Commons.

The standard set-up is one five-foot table and two chairs. Use of any other tables or chairs in the area is strictly prohibited. Any additional equipment needed to display items must fit
on the five-foot table or the immediate area surrounding the table. Any display used in the surrounding area that is deemed as blocking a fire egress will need to be removed.

No posters, banners, or materials can be hung from the ceiling or walls. Off-campus constituents may not advertise, promote, or sell credit cards.

Wilson Commons Student Activities (WCSA) will not and cannot tolerate the selling of any unlicensed, counterfeit, or bootleg merchandise, candles, incense, or any item with an open flame, as well as all upward-facing bowl lamps, decorative string lights, or flammable room decorations.

Items that advertise or promote alcohol or other drugs cannot be sold in Wilson Commons. Vendors selling such items will be asked to leave immediately.

No overnight storage is available. Off-campus constituents are responsible for bringing and removing their merchandise at the beginning and end of each confirmed day. Off-campus constituents must contact the WCSA office at (585) 275-9390 at least a day before to discuss proper unloading procedures.

It is the sole responsibility of the off-campus constituent to secure parking on the University campus. Contact the Parking Office at (585) 275-4524.

Off-campus constituents accept checks and credit cards at their own risk. Wilson Commons will not assume responsibility for students' accounts and will not release personal information.

### Flex Tables

At flex tables organizations can use flex machines, which allow students to make purchases using their ID card. Flex tables are a great way to fundraise for your club or organization. Wilson Commons has four available flex tables. There are two on the second floor of Wilson Commons and two on the first floor of Wilson Commons next to the Common Market.

To reserve a flex table in Wilson Commons, you must first submit a Fundraising Application form at least ten (10) 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 groups are not guaranteed a flex table.

Requests are accepted beginning on August 15 for the fall semester and November 15 for the spring semester. Reservations will not be confirmed prior to those dates.
Flex Table Policy

# Flex Tables are available for reservation by Student Association (SA) approved Student organizations with “final recognition” status. SA approved Student organizations with “preliminary” status are not eligible to reserve Flex Tables.

# SA approved Student organizations are limited to two reservations per semester, four per academic year. Flex machines can be reserved for a maximum of five days per reservation. A fee of $3 per day will be assessed. SA approved Student organizations who have a confirmed flex reservation may store supplies at the Common Connection as long as they fit within the bin designated for that flex table.

# Flex Table reservations for committees must be submitted by the parent organization.

# Parent organizations and committees cannot reserve separate Flex Tables for the same dates.

# A confirmation of a flex table is for the designated flex table and the ability to purchase can only occur at the designated table. Individuals staffing the table may not solicit anywhere else in Wilson Commons. At least one representative from the student organization or department to whom the reservation was confirmed must be present during use.

# Funds collected from the transaction will be available within 30 days after the final day of the reservation. A rental fee of $3 a day will be deducted from the earnings. Earnings will be automatically transferred into the account of organizations that have an account in the SOFO office. All other organizations can pick up their checks from the SOFO office on the second Thursday of each month. If the earnings do not exceed the fees owed, the organization is still responsible for the fees and must pay the fee prior to the organizations next flex reservation.

# Exceptions to this policy are at the discretion of the Wilson Commons Student Activities Reservation Coordinator.

**Flex Tables cannot be used for the following:**

# To sell tickets for an event (team signups can be done through a flex table, selling raffle tickets must adhere to the gambling policy). Please ask your advisor for procedural information on selling tickets.*

# To collect dues. This includes fines that are imposed on the organization

# To sell paraphernalia related to alcohol or drug consumption

*Fraternities and Sororities can use flex tables for the sale of a good when tickets are also being sold but the flex machine can only be used for the good and not the tickets. Please contact the Reservation Coordinator for more information.
Cancellation Policy

# Flex Table reservations can be cancelled via email and must be timestamped by 10:00am, at least 1 business day before the start of the reservation.

# Cancellations received after 10:00am, less than 1 business day before the start of the reservation, will be required to pay the $3 per day fee and the organization’s rental privileges will be suspended for the remainder of the semester. This fee must be paid to gain privilege of the Flex Machines for the following semester.

# An organization that does not show-up for their Flex Table reservation, and does not cancel by 10:00am, at least 1 business day before the start of the reservation, will be required to pay the $3 per day fee, and the organization’s Flex table privileges will be suspended for the remainder of the semester. The organization's room reservations (confirmed or submitted) will be cancelled and the organization will be unable to submit requests for room reservations and promotional opportunities until the fee is paid. Once the fee is paid, the organization will be able to submit room reservation requests, but will be unable to submit for Flex Table reservation until the next academic semester.

Loss or Damage

Any loss, damage, or vandalism during your use to the unit, case, or key is the responsibility of the group using it and 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 Wilson Commons 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

Tabling Policy

Information tables are available as a simple way to promote your Student Organization's activities. Information tables can be reserved for a maximum of eight consecutive days. There are four information tables available in Wilson Commons.

You can only provide information to patrons of Wilson Commons at the assigned info table. You are not allowed to solicit anywhere else in Wilson Commons.