



Life Sciences Institute
2350 Health Sciences Mall
Vancouver, B.C. V6T1Z3
Tel: 604-827-3977

ROOM BOOKING REQUEST

Please fill in the room booking form so that your booking can be processed. In order to effectively process your request, please provide details of the **event/meeting** including expected seating requirements:

CONTACT INFORMATION

TODAY'S DATE: _____

Name: _____

Email: _____

Address: _____

Department: _____

Telephone: _____ Cell# _____

Name of Event: _____

Event Details: _____

Date of event: _____

Setup time: _____

End time: _____

Room requested: 1330 1410 1416 1510 West Atrium East Atrium

Event type: Public Private UBC Only Other

Expected number of people: _____ Poster Boards: _____ Seating: _____

Catering & what company: _____

Table/chairs renting company: _____

AV / Teleconferencing: _____

Special Furniture: _____

Will food be served? Yes No

Will Liquor be served? Yes No

Have you booked or are planning to book any other rooms within the Life Sciences Center mentioned below?

LSC 1 LSC 2 MPL CBL Rooms Anatomy Lab

If you would like to book any of the above rooms, please contact the Resource Coordination Team at 1-877-266-0666, option 3 or medit.resourcecoordination@ubc.ca

Your booking is **NOT** confirmed until you receive the confirmation of space letter or an email indicating your space has been booked.

If there are any changes to the booking it **must** be sent in writing by e-mail to lsi.reception@ubc.ca

Terms & Conditions

- Booking request involving the usage of the atrium must be received at least 1(one) month prior to the event.
- For additional Power requirements, hook-ups will be charged per hour for installation and removal. All hook-ups to be completed by Plant Operations personnel. Cancellations must be received in writing.
- Cancellation fee is 10% of total invoice. Penalty of 100% may be levied in case of less than 2 months notice of cancellation for the atriums.

Send the room booking and check list only via email to

lsi.reception@ubc.ca

LSI - CHECK LIST FORM

PLEASE **DO NOT** SEND THIS INFORMATION VIA FAX; SEND IT **ONLY** VIA EMAIL TO
lsi.reception@ubc.ca

All Clients are requested to complete the check-list and send it along with your room booking request form. **Incomplete information may result in a delay or a cancellation of your booking.**

Arrangements with Campus Security can be made only after you have received your confirmation of space letter. The final Confirmation of Space will be sent once the above arrangements are made and communicated to LSI.

1. **Security MUST** be present for any event held after 6:00 pm or on

Weekends/holidays. Some large scale events scheduled outside of the above hours may also require security in which instance clients will be notified.

Is your event scheduled on a weekend, stat holiday or runs after 6:00 pm?

Yes No

(If yes, please make security arrangements with UBC Campus Security by clicking on the link: <https://security.ubc.ca/node/83>

2. **Custodial** arrangements must be made for all events held at Life Sciences Institute. You may be able to avoid this cost if your event is small scale, is restricted to one room and you agree to clean up the space yourself after the event. Please ensure that the space is cleared of any packing, leftover food, empty glasses, bottles, coffee trays, garbage bags etc.

Do you require Custodial Services for your event?

Yes No

If yes, please contact custodial services, conor.cregg-guinan@ubc.ca

3. **Do you need Building Ops to move or rearrange the furniture in the room/s or the West atrium?**

Yes No

If yes, email: movingcrew.buildingops@ubc.ca

You may rearrange the furniture within the rooms & West Atrium. You may do it yourself **OR** pay for Building Operations to move it for you. If you choose to do it yourself, please ensure that furniture has been brought to its original layout after your event if not you will be charged a fee.

4. **Any specific furniture being used or needed?**

Yes* No

*Tables and chairs may be rented through Salmon Rentals 604-420-3773. Please make pre-arrangements with Salmon Rentals to ensure that they pick up all their furniture after your event. If they cannot do that until the next day, please ask the LSI Facilities Coordinator to block off the room until then to prevent new bookings. You will be charged rent for the space of the room until it is cleared of all rental furniture.

5. **Storage rooms** not specifically available at LSC, but you may rent out an additional meeting / class room for this purpose ([please indicate so on the first page of room booking form](#)). Indicate below what your storage room would be needed for:

Catering

Equipment

Other

Time Frame: from _____ to _____

6. **Do you need to rent LSI Poster boards (\$50 per board for in-house events only)?**

Yes

No

How many do you require? (Max 24): _____

(If you are renting **poster boards**, these are located in rooms **1410a, 1416a and 1430**. Please be informed that you will have to take them out of above rooms and will have to put them back in the same rooms after your event. Security will be notified to unlock and lock these rooms for you. Security will only unlock / lock the room location; they will not **move** or place the boards back for you.)

7. **What are your electrical needs?**

Standard 120V

220V

8. **Will you be using Audio Visual equipment in any of the classroom or atrium?**

Yes

No

If yes, you can contact LSI's preferred - UBC AV services @ 604-822-5579 for renting audio-visual equipment. E-mail av.helpdesk@ubc.ca

If Yes and you are using an external AV vendor please provide the following:

Contact Name: _____ Contact Number: _____

Address: _____

What type of equipment will you be renting for the event?

Microphone

Speakers

Projector

Screen

Lights

Other type: _____

9. **Will alcohol be served?**

Yes

No

(If **yes**, you must obtain a liquor license if you plan to serve liquor in LSC. The liquor license will need to be authorized by the LSI Administrator, prior to taking it to Classroom Services. Please note that we must receive all Liquor licenses at least 15 days prior to your event.)

The following is the link to the process:

<http://www.students.ubc.ca/classroomservices/event-bookings-and-spacerentals/liquor-licenses/>

10. **Will food be served?**

Yes

No

(If **yes**, you may need to check point #2 above. LSI will not be responsible for items lost, stolen or misplaced. Please inform the catering company that pick-ups will only be possible during normal

operating hours unless other arrangements have been made. The space must be cleared of all leftover food, empty glasses and bottles, coffee trays etc.)

11. Booking the Colonnade.

LSI does not book the Colonnade on a regular basis, except for rare special events and by permission of the LSI Administrator. Under no circumstances, if not formally booked, the Colonnade should be used for alternate seating, as a prep space etc.

12. Cancellation

Must be received in writing and will be charged a penalty according to the following:

- a. Up to 2 months prior to the event - 10% of the final invoice
- b. Less than 2 months prior to the event - 100% of rental free.
- c. Change-of-date administration free for a confirmed booking is greater of \$200 or 10% of the final invoice.

SPACE RENTAL FEES

West Atrium - \$300/hour

East Atrium - \$300/ hour

Room 1330, 1410, 1416 & 1510 - \$100/hour