CHAPMAN
LEARNING COMMONS

Lillooet and Dodson Room Booking Request Form

Please complete this form so that your request may be processed. In order to effectively consider your request, please provide full details of your event as best as possible. Any missing information will delay your application process.

Contact Information

UBC Affiliation: ☐ Faculty ☐ Staff ☐ Student Other: _____

Name: _____

UBC Department: _____

E-mail: _____

Telephone: _____

Event Details

Name of Event: _____

Name of Event Facilitator(s): _____

Event is open to: ☐ All UBC Students ☐ UBC Faculty / Staff

*Please check all that apply

☐ Specific UBC Department or group
If so, please elaborate: _____

☐ Public

☐ Other: _____

Date(s) Requested: _____

Start Time of Event: _____ **End Time of Event:** _____

Is set up and take down required? ☐ Yes ☐ No

If **Yes**, how much set up time is required? _____ minutes

How much take down time is required? _____ minutes

Events and activities in the Dodson and Lillooet Rooms should contribute to lifelong learning and student academic success by enhancing information technology skills, learning skills, wellness and by promoting unique, open learning opportunities. Events must be public, open to all students and have campus wide impact. Please note that we are unable to host closed events, meetings, classes, fundraisers, receptions, events that are commercial in nature, or concerts/recitals (with the exception of the Dodson Music Series).

Please provide a description of your event, specifying how it will contribute to the above vision. Incude any relevant website links. *Note that this description will be made publicly available.

Room Requested: ☐ Lillooet (301) ☐ Dodson (302) ☐ No preference

Expected Attendance: ☐ Note that the maximum fire code capacity is 60

Will you be charging for your event or soliciting donations? ☐ Yes ☐ No

If **Yes**, please elaborate:

Will food be served? ☐ Yes ☐ No

Will liquor be served? ☐ Yes ☐ No

Will there be music? ☐ Yes ☐ No

A/V required? ☐ Yes ☐ No

If **Yes**, please check all requested:

☐ Projector / Screen ☐ Microphone ☐ Speakers

☐ VGA cable/adaptor ☐ Mac dongle

☐ Other (be as specific as possible):

Do you require directional signage? ☐ Yes ☐ No
(A sign will be set up by the main stairwell on Level 2 directing attendees up to your event)

Do you require digital signage? ☐ Yes ☐ No
(This entails promotion of your event on electronic screens in IKBLC)

**Please see Terms and Conditions regarding unauthorized signage.*

Room Usage Terms and Conditions

In order to maintain the Lillooet and Dodson Rooms as premier spaces on campus for events and workshops, the following terms and conditions apply. Please note that a $100 fee will be assessed for non-compliance with the following policies.

Booking Times

• Events **must** occur within the Chapman Learning Commons' hours of operation. We cannot open early for event set-up. During the academic year, we open at 8:00 am on weekdays and at 9:00 am between May and August. See the above link for complete hours including holiday closures.

Capacity

• The maximum room capacity is 60 people.

• If you anticipate that your booked event will exceed this amount, it is expected that you will notify the Program Assistant and make arrangements for an alternate venue.

Furniture and Custodial

• No provisions for configuration or clean-up of room.

• Users are responsible for general tidy-up and removal of excess garbage and returning the room to its original layout, free of debris (floor plans are posted at the back of each room).

• Furniture may be moved within the rooms, but not between the Lillooet and Dodson Rooms. Furniture may not be removed from rooms. Note that tables are collapsible.

• Reception tables may not be set up outside of the rooms, as it disturbs students studying in the space.

Food and Drink

• Food and drink are permitted in the rooms, but no hot foods are allowed.

• No access to kitchen facilities.

• There are no restrictions on who provides catering. Wescadia and AMS Catering are two options. Following the end of your event, please move catering items outside the room for pick up from the caterers.

• Do not leave leftover food or any disposable food containers in or outside the room or at the Help Desk.

• A liquor license is required to serve alcohol at any event at UBC. Organizers are responsible for obtaining all necessary licenses through an application with Scheduling Services and having them on hand the day of.

Audio and Video Resources

• A/V equipment and services are available for use upon request. There is no charge for the equipment listed on Page 2. Rental fees may apply for special equipment or for services such as on-site support for the duration of your event.

• During regular weekday business hours (Monday-Friday, 8 am – 4 pm), standard A/V support is included during the set up period of your event, if equipment has been requested.

Event Signage and Other Provisions

• Directional and digital signage to event must be coordinated beforehand with the Program Assistant.

• Posters may not be taped, tacked or glued to the walls within the rooms or around IKBLC. Please use the available flip chart easels.

• Unauthorized signage and posters will be removed and room users will be billed for all damage incurred.

• No provisions for flipchart paper, printing, photocopying, or faxing.

• No storage space is available. Items left in the rooms after events will be kept at the Level 3 Help Desk.

If there are any changes or cancellations to your booking, please notify the Program Assistant in writing as soon as possible.

This form represents the complete understanding and agreement of the parties with respect to the booking of the Lillooet and Dodson Rooms in the Chapman Learning Commons, Irving K. Barber Learning Centre. We reserve the right to modify these guidelines or make additional conditions, as it deems necessary to ensure the success of your event.

I, _____, have read and agree to the Terms and Conditions listed above.

Review this form carefully as missing information will delay consideration of your event. Save a copy of this completed form for submission to Clare Yow, Program Assistant, Chapman Learning Commons (clare.yow@ubc.ca). Please allow up to 48 hours for a response.