

## LSI - CHECK LIST FORM

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 booking contract 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 at [security.operations@ubc.ca](mailto:security.operations@ubc.ca) or 604-822-2222.

2. **Custodial** arrangements (\$35 /hr) must be made for most events in the case of cleaning up the room. 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

**(UBC staff must provide speed chart and 6 digit a/c number if you require custodial)**

**Speed Chart**

**Account #**

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

Yes  If yes, there would be a charge (each move approx. \$300).  
No  You will move it yourself and rearrange the furniture back to its original layout.

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.

**(UBC staff must provide speed chart and 6 digit a/c number if you require building operations to move tables and chairs from the atrium)**

**Speed Chart**

**Account #**

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

- Yes  (Tables and chairs may be rented through Salmon Rentals 604-420-3773)  
No

(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 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 (contact Philip Brusse @ Philip.brusse@ubc.ca)

**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](mailto: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: \_\_\_\_\_

**NOTE: Projection screens and acoustics are problematic in the atriums due to its Lighting issues and large space.**

- Does any of the room (s) that you have booked require a technician to be present in the room at all times?

Yes  No 

(If yes, please indicate the room(s) \_\_\_\_\_)

- Will you be arranging your own equipment/technology (i.e. Laptops, cables) or will you be renting them?

Yes  No 

- Will you be recording your event?

Yes  No 

- Will you be webcasting?

Yes  No

**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 Neera Vohra, LSI Administrator, prior to taking it to Classroom Services. Neera may be contacted ([nvohra@mail.ubc.ca](mailto:nvohra@mail.ubc.ca)) for authorizing the license. 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-space-rentals/liquor-licenses/>

**10. Will food be served?**Yes  No 

(If **yes**, you may need to check point #2 above. Please contact your catering company to make arrangements to remove the items after your event. 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 LSC Operations Manager. 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.

**PLEASE DO NOT SEND THIS INFORMATION VIA FAX; SEND IT ONLY VIA EMAIL TO**

**[lsi.reception@ubc.ca](mailto:lsi.reception@ubc.ca)**