



AGORA SPACE BOOKING POLICY/PROCEDURES

Maximum capacity: 100

PRIOR TO THE EVENT

Meeting rooms **MUST** be booked/confirmed at least three weeks in advance by organizations. Event organizers must follow these steps

1. Booking request through on-line system: <http://www.landfood.ubc.ca/contact-us/bookings/mcml-rooms/> and complete online form;
2. Obtain signed approval from the Dean, Faculty of Land and Food Systems;
3. Obtain copy of liquor license (if applicable);
4. Email the Faculty Operations Manager (cc: dean@landfood.ubc.ca) with your speedchart and request a customer funded work order request for custodial services;
5. Present completed form with copy of the liquor license to Rebecca Lee, Dean's Office, Room 248, HR MacMillan Building to confirm booking.
6. For non-LFS users, Agora Room Rental rate is \$300 per day and requires a UBC faculty or LFS sponsor. In addition to the rental rate, a refundable damage deposit of \$250 is also required. Please provide both payments along with your completed form.
7. Please note:
 - The Agora kitchen spaces are not available to book for events.
 - The Agora space serves as a UBC informal study space and should be considered when planning events.
 - HR Macmillan building hours are 7AM-5PM Monday to Friday. Access after these hours will require UBC Card access and additional approvals

Approval of event requests is at the sole discretion of the Dean of Land and Food Systems

All steps above must be completed well in advance of event date to ensure confirmation and approval



AFTER THE EVENT

1. The organizers must clear table surface and room of any rubbish, waste paper and unwanted food or drink.
2. Return furniture to the standard room layout.
3. The Faculty is not responsible for lost or stolen personal belongings.
4. Report any missing, faulty, or damaged items to the LFS Faculty Operations Manager, Andy Jeffries (604-822-3488).
5. Alert the Building Operations call centre about any mess or spills that require special cleaning 604.822.2173

CATERING

Catering is the responsibility of the meeting organizer. Catering equipment cannot remain in the Agora space overnight for pickup or a fee of \$50 will be levied against the organizer. The Faculty is not responsible for any lost or stolen catering equipment. Any misuse of facility (including damage to area or above maximum of allowable attendees – capacity 100 people) may result in loss of booking privileges.

Policy subject to change



AGORA SPACE BOOKING REQUEST FORM
(No overnight events are permitted)

ALL USERS:

Requestors Name and Organization: _____

Date and time of event: _____

Purpose of event: _____

Speedchart or worktag for custodial services: _____

NON-LFS USERS:

Room Rental Payment of \$300 (choose one):

- Cheque payable to University of British Columbia
- Cash
- Speedchart/work tag: _____

Refundable Damage Deposit Payment of \$250 (choose one):

- Cheque payable to University of British Columbia
- Cash
- Speedchart/work tag: _____

By signing below, I agree and abide by the terms and conditions of the Agora Booking policy.

Signature of Requestor: _____

APPROVALS

For the Faculty of Land and Food Systems:

CC: Andy Jeffries, Faculty Operations

David Kitts, Dean (pro tem)

Once form is signed by the Dean:

- Confirmation of Work Order request for custodial services has been submitted by Faculty Operations Manager.
- Copy of this form, liquor license attached (if applicable) and payments received