

## St. John's College Meeting Room Guidelines & Policies

- Nothing (i.e., flipchart other paper/posters) may be pinned or taped on the walls or brick of the meeting rooms, please enquire if you have special needs on this, [sjc.events@ubc.ca](mailto:sjc.events@ubc.ca).
- All of the booking party's materials brought into the meeting room with you must be removed after the event.
- St. John's College is a student residence and so we ask our guests to be aware of noise levels in the hallways and to respect our residents' privacy.
- **Catering:** All food and beverage inquiries should be discussed with our meal plan provider and exclusive caterer, Clarence Tay with SJC Culinary Service at: 604-822-5857 or [sjc.chef@ubc.ca](mailto:sjc.chef@ubc.ca). He will be happy to discuss any special needs and, if necessary, tailor a menu to accommodate all of your requirements. <https://stjohns.ubc.ca/sjc-culinary-services/catering-menu/>
- **Cancellation Policy:** If you cancel an event within seven (7) days of your function date, you may be billed 50% of the quoted cost.
- **Setup:** included in the event room fee is one setup that is done by student staff the evening before your function. Day of event setup cannot be accommodated. Your setup needs will be reviewed at least one week prior to your function and a floor plan can be provided.
- **Equipment:** microphones, podium, speakers are included in the room rental fee. If you require projections we have two 55" flat screens on rolling carts for rent (HDMI cable provided). Rental fee is \$50 for one TV and \$75 for both TV's. Booking parties are welcome to bring their own screen and projection if preferred.
- **Cleanup:** the room can be left as is after the function is over (equipment and setup), if the function has incurred a significant amount of garbage or recycling left in the room, please contact the SJC Administration Office during the hours of 8:30 am to 4:30 pm and staff can advise where garbage and recycling can be taken.
- Booking parties can bring in their own AV equipment and staff. Please be aware there is not an AV specialist on site at St. John's College.
- **Availability:** the Fairmont Social Lounge is available between 8:30 am and 6:00 pm, Monday through Friday. If your function is beyond these hours, prior arrangements will need to be made. Extra charges may apply. Our Dining Hall is available between 11:00 am and 4:00 pm, Monday through Friday. Weekend rate apply to functions on Saturdays and Sundays: <https://stjohns.ubc.ca/guest-meeting-rooms/book-an-event-space/>
- **Storage:** Do not leave items unattended in meeting rooms, they cannot be secured. Storage facilities are very limited. St. John's College is not responsible for items left unattended or left for storage.
- **WI-FI** – UBC provides Wi-Fi access for the Fairmont Social Lounge and the van der Linden Dining Hall.
- Event bookings in our spaces are planned in accordance with any BC public health event guidance and plans and UBC campus rules on events, and may be subject to change.