

C.K. Choi Building

Room Booking

1855 West Mall Vancouver, BC V6T 1Z2

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Room 129 Seminar Room: Accommodates up to 12 people seated. Other equipment: lectern, tables/chairs, coat rack, Smart Board, Wi-Fi

Room 120 Conference Room: Accommodates up to 50 people seated. Other equipment: lectern, tables/chairs, built-in screen, sound system, overhead projector, white board, coat rack, Wi-Fi

Lounge: Accommodates 100 seated/130 standing. Other equipment: Tables/chairs, whiteboards, coat rack, sink, bar area, microwave, fridge, and dishwasher. Wi-Fi

Room Booking Policy

Rooms 120 (conference room), 129 (seminar room), 163 (meeting room), and first floor lounge in the C.K. Choi Building are open for use by those with regular offices in the building. IAR units will be given priority when there are competing requests at the time of booking. Room requests by other units housed in the Choi Building are booked on a first-come, first-served basis.

To optimize the effective management and use of Rooms 120, 129, and lounge in the C.K. Choi Building, the following room booking guidelines will be followed:

1. The primary commitment is to provide classroom space for our graduate programs.
2. The secondary commitment is to support IAR units and first and third floor units' activities.
3. The tertiary commitment is to support Asia-related events from other UBC units and external organizations.
4. The quaternary commitment is to host non-Asia related events from other UBC units and external organizations (bookings will be accepted no more than 1 month in advance of their occurrence).
5. Blank block bookings will not be allowed.

All booking parties must review and accept the following terms:

For every event, a “point person” must be identified. The “point person” will liaise with IAR’s Room Booking Coordinator.

Catering

1. Guests are responsible for arranging all food and beverage needs. No food or drink is allowed (other than water) in the meeting rooms.
2. We encourage clients to make [Wescadia Catering](#) their first choice. However, you may contract an outside caterer for your events.
3. Environmental sustainability is a part of UBC’s strategic plan [Place & Promise](#) and as the university’s first sustainable building, we request that you are environmentally responsible when serving food. You can do this by:
 - i. Asking your caterer to provide reusable or larger containers for items such as sugar and cream, avoiding single-use packets,
 - ii. Using reusable dishes (e.g. for smaller meetings, encourage people to bring their own mug) and cutlery or paper plates as these can be composted,
 - iii. Avoiding Styrofoam.
4. If you are hosting a large sit-down event, you will need to make the necessary arrangements for additional tables and chairs.
5. Alcohol may only be served in the lounge if the event coordinator has obtained a [Special Occasion License](#) and the “Serving it Right” certification.
6. Please ensure a compost (green) bin is used when food is served. Contact [UBC Trouble Calls](#) at 604 822-2173 to deliver a compost bin. Note that ALL food waste, paper plates and napkins may be composted. Here is a full [list](#) of compostable items.
 - i. You are responsible for taking the green bin outside to the north end of the building upon completion of your event.

Use of C.K. Choi Building Space

1. Users serving refreshments must clean up before leaving. Dirty dishes, mugs, and cutlery must be put in the dishwasher. This includes throwing all trash into the garbage bin and compostable in green bins (which is then taken outside to the north end of the building), wiping tables clean, and doing anything else to put the space back into the state in which it was found. Failure to do so will result in a cleaning fee equivalent to that of your deposit.
2. Users of the above facilities are welcome to use the items located in the meeting rooms and lounge (e.g. projector, coat rack, whiteboard, and lectern), but are responsible for bringing their own additional equipment, such as laptops, supplies, and consumables.
3. Tables and chairs in the Rooms 120 and 129 may be moved to suit seating arrangements of particular users. Prior approval from the Room Booking Coordinator is required before moving furniture out of rooms. As for the lounge,

tables and chairs must be returned to its original arrangement. It is the responsibility of the event organizers to arrange the tables and chairs prior to and after event.

4. The Choi Building main doors are unlocked from 8:00 am to 4:45pm Monday to Friday, and are locked at all other times, including statutory and UBC holidays. For security reasons, users may NOT leave the main doors ajar for longer than two minutes as this would set off the alarm. If your event extends beyond these hours, Campus Security needs be alerted for the doors to be pre-programmed to stay unlocked.
5. Please be advised that users may not post/tack/staple/tape) anything on the acoustic panels (the cloth-covered panels on the walls) nor on any other walls or windows. Bulletin boards and white boards are available for posting.
6. Users and their guests must refrain from asking the C. K. Choi Building staff to make any phone calls for them (e.g. call taxis, make reservations, etc.). Users also may not use the work stations (computers/printers/phones) of any faculty/staff member in the Choi Building, as this disrupts their work and can introduce security issues.
7. In accordance with UBC regulations, no smoking is allowed anywhere inside the Choi Building, especially in the washrooms, as well as within eight metres of the building entrances and windows. Cigarette butts thrown down the toilets would kill the bacteria responsible for composting the waste and would cause the system to malfunction.
8. We are not responsible for the loss of or damage to any property of a guest or for personal injuries suffered by a guest while inside the building.

Payment and Fees

Fees

Rates are available upon request with Tina Liu (tina.liu@ubc.ca) for internal booking and Karen Jew (karen.jew@ubc.ca) for external booking.

Cancellations made within **one week** prior to the event will result in a 50 percent loss on your deposit. Cancellations made **24 hours or less** will result in 100 percent loss of the deposit.

Payment

Please indicate your method of payment:

UBC Journal Voucher *Cheque, payable to UBC

Total of event (including deposit): \$ _____

If you are paying with a **UBC Journal Voucher**, please note that the room rental deposit and fees must be received two weeks prior to the scheduled booking.

If you are paying by **cheque**, the room rental deposit is required to secure the room. You will be invoiced before your event for all other charges.

Booking Agreement

Contact

Organization: _____

Contact Name: _____

Telephone: _____

Fax: _____

E-mail: _____

Mailing Address: _____ *Please include postal code*

Event Details

Event Name: _____

Date(s) of Event: _____ to _____

Start/End Time: _____ to _____

Expected Attendance (#): _____

Catering Use

Will you be serving food at this event?

(please ensure cups/plates/cutlery is reusable or compostable)

Yes No

Will you be serving alcohol at this event?

Yes No

****If alcohol will be served, you will need to apply for a liquor license. (note: a minimum of 10 business days is required to complete this process). Renters are responsible for obtaining the requisite license prior to their event at the C.K Choi Building. The license, as well as the Serving It Right certificates for those serving the alcohol, must all be posted by the bar area during the event.***

Room(s) Requested

Capacity

Room 129 12 people

Room 120 50 people

Lounge 100 seated / 130 standing

Acceptance of terms/booking agreement

I have read and accept the terms of the C.K. Choi Booking Agreement:

Name (*please print*)

Signature

Date (*dd-mm-yyyy*)