

icord Lecture Hall booking request for UBC + VCH users

The Lecture Hall in the Blusson Spinal Cord Centre is available for use at no charge by UBC and VCH users with the following booking conditions:

- **Room set-up, equipment, and AV support are not provided***
- The room is usually set in lecture-style layout. You may arrange the furniture to suit your needs as long as you re-set the furniture to the way you found it. 80 upholstered chairs and 10 60x150cm tables on casters are in the room, available for use.
- There are digital projectors and screens available for use in the room. Written instructions for use are provided. Bring your own VGA dongle to connect a Macbook.
- The servery is available for use with your booking, providing access to a fridge, microwave, and sink. Nothing should be left in the fridge after your booking. Recyclables should be put in the appropriate bins.
- If the room is locked when you arrive, please contact Paladin Security (604-677-3734) to unlock the doors for you.
- You may not pin/tack/staple/tape any items to painted surfaces or the acoustic panels on the walls.
- You agree to pay any cleaning or repair charges for stained or damaged furniture, walls or equipment.
- You agree to notify bookings@icord.org immediately if your event is cancelled or you no longer need the room.

Please complete:

Name (First/Last): _____

Additional Persons who may make changes to your booking: _____

Department / Faculty / Institution: _____

Office tel: _____ Cell: _____ Email: _____

Space requested: Lecture Hall Servery

Event title: _____

This is a meeting lecture workshop other: _____

Event date: _____ Expected attendance: _____ (max)

Event start time: _____ Event end time: _____

* Please include a minimum of a half hour before and after for set up and clean up.

By signing below, I agree to the booking conditions and understand that my booking is not confirmed until I receive a confirmation email from ICORD. I understand that failure to adhere to booking conditions will affect future bookings. In addition, I agree that ICORD is not responsible or liable for any theft, injury, loss or damage to persons or items associated with the event.

Signature: _____ Date: _____

Please submit complete form to bookings@icord.org, fax to 604-675-8820, or send to ICORD Bookings (3rd Floor, 818 West 10th Ave, V5Z 1M9)



If you require assistance with set up, AV support, and use of ICORD's equipment, please complete and submit a regular Lecture Hall booking form. Fees will apply.