



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**
- 80 upholstered chairs and 10 60x150cm tables on casters are in the room.
- If you rearrange the furniture for your booking, you must re-set the room to the way you found it.
- There are digital projectors and screens available for use in the room. Written instructions for use are provided. You will need an HDMI port or connector for your laptop. Please remember to tap "System Off" on the front panel when you're finished.
- If the room is locked when you arrive, contact Paladin Security (604-677-3734) to open it for you.
- You agree to remove all food, packaging, and dishes from the room following your booking.
- 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: _____

Event title: _____

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 my ability to make 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 or send to ICORD Bookings (3rd Floor, 818 West 10th Ave, V5Z 1M9)