



INTERNATIONAL HOUSE ROOM BOOKINGS FORM

Please fill out the form below and submit it to the Main Office (room 300) at International House or email to international.house@ubc.ca. Request needs to be submitted at least **10 business days** in advance.

If the space is available, a contract will then be emailed to you for review. **The booking will only be confirmed after the signed contract is returned to International House, along with the payment** (if applicable). For more information, contact the front office at (604) 822-5021.

CONTACT INFORMATION

Full Name of Contact Person	Name of Organization
	<input type="checkbox"/> UBC Affiliated <small>Proof may be required</small>
Email	Phone Number

EVENT INFORMATION

Name of Event	# of people expected
Provide a brief description of event	

REQUESTED ROOM(S)

Room		Date(s)	Start & End Time
1 st Choice			
2 nd Choice			
Equipment		Date(s)	
• Microphone* (\$20 deposit)	Yes / No	<input type="checkbox"/> Every day	

***Microphones are only available in Upper Lounge, outside regular office hours**