



CONDITIONS OF RENTALS AT INTERNATIONAL HOUSE

All booking groups must adhere to the following policies at all times and must further comply with instruction given them by the International House Staff.

I. Booking Procedures:

- a) All persons using International House are required to abide by the University of British Columbia By-Laws, Rules and other regulations.
- b) Booking Request Form must be submitted **at least 10 business days** in advance.
- c) International Student Development and Go Global staff and programs have priority over any other parties when booking spaces in International House.
- d) Bookings are made for either: 1) the Upper Lounge; 2) the Lower Lounge or; 3) both Upper and Lower Lounges. Please be specific in your booking so we can accommodate as many groups as possible. Note that if your event takes place in one area of International House, other areas of the space must not be disrupted.
 - i. Upper Lounge is reserved for internal bookings (Go Global or International Student Development) only from 8:30AM-7:00PM on weekdays. External groups may request bookings from 7:00PM-12:00AM (midnight)
 - ii. Lower Lounge is available for bookings from 8:30AM-12:00AM(midnight)
- e) Booking groups must appoint *one contact person* to liaise with the International House Program Coordinator. The group is asked to coordinate directly with event participants, caterers and equipment rental companies for the purposes of directions, parking information, site-plans, deliveries and pick-ups.
- f) The “Start/End Time” of the event needs to include time for both the set-up and clean-up (inclusive of catering arrival time, if applicable). Please note that spaces will *not* be available earlier or later than the times requested at the initial booking. .

II. Fees & Cancellation:

- a) All payments must be made **at least 5 business days** prior to the event.
- b) Deposit fee for microphone usage will be refunded once the equipment is returned, undamaged, to the Main Office at International House.
- c) International House accepts payments in cheque, cash, or Journal Vouchers (for UBC departments). Please issue cheque to “the University of British Columbia”.
- d) The payment is 100% refundable for cancellations more than 48 hours prior to the event. The payment will be **non-refundable for cancellations within 48 hours** of the event.

III. Catering & Liquor License:

- a) Booking groups are responsible for arranging all food and beverage needs. Food and drink may be consumed in all booked rooms. Users are asked to direct all catering, rentals and deliveries to their appropriate location.



a place of mind

THE UNIVERSITY OF BRITISH COLUMBIA

- b) Liquor is not permitted without the appropriate license, and may be consumed only in the booked spaces. Intoxicated individuals and/or groups may be asked to leave the building and the Function may be ended at our discretion.
- c) It is the responsibility of the user to obtain a Special Occasion Liquor License from the UBC Scheduling Services well in advance of the event (minimum 10 business days):
<http://www.students.ubc.ca/classroomservices/event-bookings-and-space-rentals/liquor-licenses/>

IV. Use of Space

- a) Booking groups are responsible for both set-up and clean-up of the space. The group must leave the areas they booked in the same condition in which they found them, including the placement of furniture. Each group is required to clean and vacate the premises within the time specified on the booking confirmation.
- b) The group is responsible for cleaning their booked areas. Cleaning includes removing loose trash, placing full bags of trash in the dumpster behind the building, wiping off tables, and sweeping or mopping as needed to ensure the floor is clean. Extra charges may apply if any garbage remain.
- c) Booking groups must maintain a reasonable noise level at all times if your booking is during regular office hours (Monday to Friday 8:30 am to 4:30 pm). Determining a reasonable noise level is at the discretion of International House Staff.
- d) Smoking is prohibited in all University of British Columbia buildings as well as within 6 meters of all doors, windows and air intake areas.
- e) Any form of illicit substance use is strictly prohibited.
- f) International House is a Scent-Free Space. All booking groups must abide by this regulation.
- g) Microphones for use with the audio equipment maybe rented out at the time of the booking (only available in Upper Lounge). Rental groups are responsible for ensuring that any University equipment used during the booked time remains in the same condition as it was when the group arrived.
- h) There is no fax machine, photocopier, scanner or printer available for public use.
- i) Booking groups are responsible for bringing own equipment, including laptops, projectors, and extension cords if needed for event. There are no equipment available for rental.
- j) The driving of tacks, nails or screws etc. into the woodwork or walls or any part of the building, furniture or fixtures is not allowed. Anything other than plants or floral decorations will not be permitted either internally or externally without approval of International House Staff.
- k) At the conclusion of the booked period the organization/individual must vacate International House by the end of the agreed period of time. Failure to do this may result in a loss of booking privileges. The organization/individual must also remove from the venue all goods, property or material brought in. Please make sure all lights are turned off. Any signed out keys may be returned to the Main Office (room 300) during regular office hours on the following business day.

If the organization/individual fails to observe any of the above conditions, International House Staff is at liberty to cancel the booking of any future events and charge the booking group for any damages incurred.