



Brock Commons South Community Space

Booking Guidelines

Welcome to the Brock Commons South Community Space!

This guide outlines everything you need to know to book and use the space effectively, including who can book, what types of events it supports, and what's expected of you before, during, and after your event.

About the Space

The **Brock Commons South Community Space** is a bookable, multi-purpose room for events, activities and programs serving UBC Vancouver's faith-based and spiritual student communities. It can accommodate **45–60 people**, and includes:

- Moveable chairs and tables
- Kitchen facilities
- A/V equipment (including a projector and screen)

The space is open for **weekday bookings from 7 a.m. to 10 p.m.**, with **events starting no later than 8 p.m.**

The space is intended as a **safe, inclusive, and welcoming environment** for students of all faiths and spiritual backgrounds.

Who Can Book the Space?

The following groups can book the Brock Commons South Community Space¹:

- AMS and GSS-registered faith-based and spiritual student groups for club-organized events
- The Office of the Vice-President, Students (VPSO) staff and
- Chaplains at UBC²;

All spiritual and faith-based student groups at UBC Vancouver have **equal access** to this space.

¹ Student bookings will be prioritized.

² For events and programs involving UBC students from a faith, spiritual or contemplation practice.



How do I Book?

Step 1: Check your eligibility

Ask yourself:

- Are you a registered AMS or GSS faith/spiritual student group?
- Does your event support the spiritual or faith-based student community at UBC?

If yes, move on to Step 2. If no, please find an alternate space for your event.

Step 2: Complete the Booking Form

- Fill out the form fully, including details on attendance, external speakers, or fundraising (if applicable). Be sure to include setup and cleanup time in your requested hours.
- If you also require access to the **Prayer and Quiet Contemplation Room**, indicate this in your form.
- Bookings are for **your group only** and may not be transferred or made on behalf of others. If collaborating, clearly name all involved parties in your request.
- Agree to the **space use guidelines** below as part of your submission.

Step 3: Wait for a Decision

You'll receive a booking decision by email within five business days.

If your event includes fundraising or external speakers, allow up to ten business days.

Booking Expectations

Your programming in the Brock Commons South Community Space contributes to a rich campus environment that honours diverse faiths and spiritual traditions, allowing for worship, community gatherings, and learning.

Please review UBC's [Respectful Environment Statement for Students, Faculty, and Staff](#) and agree to the following use guidelines. The Office of the Vice-President, Students (VPSO) reserves the right to **decline, cancel, or revoke** any event, activity, or program for reasons including but not limited to non-compliance with the booking guidelines listed above.

Changes or cancellations?

Email bcs.communityspace@ubc.ca at least **one week in advance**. Only **one change** is permitted per booking.

Space Use Guidelines

- **Candles, incense, and open flames are strictly prohibited.**



- **Drugs and alcohol** are not allowed.
- **Do not prop open doors**—this helps contain noise.
- **A/V table (HDMI 1 & 2 cables)** must remain in place.
- **One device per outlet** to prevent overload.
- **Return all furniture and equipment** to their original positions post-event.
- Use **removable and non-damaging materials** (e.g., no painter's tape and please use an easel stand) for any signage or decorations.
- The space includes:
 - 36 chairs
 - Moveable tables
 - A/V system (including a projector and screen)
 - Microwave and dishwasher
 - Basic cleaning supplies

Bring only what you need, and **remove all supplies and personal items** when you're done. **After your event, no food or items may be stored in the kitchen.**

Kitchen & Cleaning Responsibilities

If you use the kitchen:

- Wipe all surfaces and return supplies to their original places
- Sort waste appropriately
- Bag and tie any overflow trash and leave it beside the kitchen bin

Bring and remove any additional supplies or materials not already provided.

Prayer and Quiet Contemplation Room Guidelines

- Located in Room **4110**:
 - After 1 p.m.:
 - Room 4110A: **self-identifying male students**
 - Room 4110B: **self-identifying female students**
 - Before 1 p.m.: **open to all genders**
- **No food** allowed in the Prayer Room
- **Shoes off**—please use the shelving provided
- **No flyers or posters** allowed
- Maintain **low noise levels** at all times

Need Help or Have Questions?

UBC is **not responsible** for any lost, stolen, or damaged items.

For lost items: [Campus Security Lost & Found](#) or call **604-822-8222**

Questions about these guidelines? Contact: bcs.communityspace@ubc.ca