

### Room Booking Policy and Info (SUB) for Clubs and Course Unions

- In order to book, the person must be a signing officer for the club/course union
- Bookings must be done through the **UVSS website**. All requests are processed in a first come, first serve basis. Please **allow 2 business days for a response**.
- Clubs/Course unions can book space in the SUB for free (for events involving entertainment, extra charges may apply. Consult the room booking form online for more info and costing options).
- Bookings must be **between 9 am and 9 pm Monday- Friday**
- At the **beginning of each term**: Michelle Pujol Room, Veritgo and the SUB Upper Lounge can only be booked a **maximum of twice per month** until the first day of the second month of the term.
  - As of October 1<sup>st</sup> or February 1<sup>st</sup> clubs/course unions are permitted up to 4 bookings per month in the large spaces (MPR, SUB Upper Lounge, and Vertigo).
  - Space Bookings for the **Fall semester** start on August 1<sup>st</sup>;
  - Space bookings for the **Winter semester** start on December 1<sup>st</sup>.

#### Rooms Available for Booking:

**For all free bookings, it is your responsibility to leave the room clean and tidy, as well as reset to the way it was found.** Any room found untidy should be reported to the building attendant (250-580-5542).

B024	• Room fits up to 12 people (smallest room)
B025	• Room fits up to 20-25 people
B028	• Room fits up to 20-25 people
Michelle Pujol Room (MPR)	• Small Side: fits up to 120 people • Large Side: fits up to 250 people
Vertigo	• Fits up to 350 people • Data projector, screen and speaker system available
SUB Upper Lounge	• Fits up to 80 people • Projector, screen and speaker system available • Only available Mon-Fri 4pm to 9pm
Upper Lounge Boardroom	• Can only be booked after 5 pm • Fits 20-25 people • Built in data projector and screen available
B203	• Fits up to 10 people • Can only be booked after 5 pm
Cincenta	• Can be booked during the day by clubs and course unions, but is booked for movies at certain times from Mon-Fri

**\*\*Felicitas** reserves Saturday nights for student groups for their events. Bookings are available on other nights but with extreme limitations. If you wish to book Felicitas, please contact [manager@felicitas.ca](mailto:manager@felicitas.ca) **with as much notice as possible (8 weeks minimum)**

#### Equipment (booked online unless specified)

Tent, Clubs/CU Speaker System, Data Projector, and Screen	• Must be returned to the General Office or Building Attendant the night of • Rolling Tackboards also available (\$20 per day/week) • 2 10 x 10 tents available
Button Maker	• Buttons available (\$5 for 25) in the general office
Tables	• 6 Plastic & 15 wooden available
Table Bookings (vender table located in the SUB hallway)	• Book through info booth • One table reserved for clubs and course unions only