

Guidelines for booking Paetzold HEC rooms

The following guidelines are in place for the booking of Paetzold HEC Lecture Theatre, Multi-Purpose Room and Atrium. The guidelines are reviewed on a regular basis.

Please note the following advance and ongoing booking process for calendar year 2014.

Advance Booking:

1. Advance booking request for calendar year 2014 will be accepted starting December 7, 2012 to January 7, 2013.
2. Advance booking requests received by January 7, 2013 will be processed by February 28, 2013, in the following order:
 - a) Requests received for extension of existing regular recurring events will be given first priority.
 - b) Requests received for new regular recurring events will be given second priority (by date received).
 - c) Requests received for ad-hoc events will be given third priority (by date received).

Ongoing Booking:

All requests received after January 7, 2013 will be prioritized by date received.

Regular Recurring Events v/s Ad-Hoc Events:

Regular Recurring events are classified as events that occur on a specific day of the week or month throughout the year (e.g. Tuesday each week, First Tuesday each month). Events that do not fall in this category are considered Ad-Hoc events.

Booking Contact:

To request the Paetzold HEC rooms, the event organizer must fill out and submit the 'UBC FoM Room Request Form' available at www.facilities.med.ubc.ca/room-booking to roombooking.fom@ubc.ca.

VCH Contact:

For questions or concerns about the guidelines please contact:

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