

## **Paetzold HEC rooms – Room Booking Guidelines**

The following guidelines will be used for the booking of Paetzold HEC Auditorium, 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 2016.*

### **Advance Booking:**

1. Advance booking request for calendar year 2016 will be accepted from December 12, 2014 to January 12, 2015.
2. Advance booking requests received by January 12, 2015 will be processed by January 31, 2015, in the following order:
  - a) Requests for extension of existing **regular recurring** events will be given first priority.
  - b) Requests for new **regular recurring** events will be given second priority.
  - c) Requests for ad-hoc events will be given third priority.

### **Ongoing Booking:**

All requests received after January 12, 2015 will be processed after January 31 in the order of 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.

### **Room Booking:**

HEC rooms are booked through UBC Faculty of Medicine. Departments interested in booking the HEC rooms must fill out and submit the Room Request Form available at <http://facilities.med.ubc.ca/room-booking>.

### **UBC Contact:**

*For questions or concerns about the booking and use of the rooms:*

FoM Facilities Coordinator

Email: [roombooking.fom@ubc.ca](mailto:roombooking.fom@ubc.ca); Phone: 604-875-4111 ext. 62381.

### **VCH Contact:**

*For questions or concerns about the room booking guidelines:*

Facilities Management

Email: [facilitiesmanagement@fraserhealth.ca](mailto:facilitiesmanagement@fraserhealth.ca); Phone: 604-875-4466 ext. 66400.

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