 <p>THE UNIVERSITY OF BRITISH COLUMBIA</p> <p>Life Sciences Centre University of British Columbia</p>	LSC Policy No.	Approval Date: Last Revision: May 2019
	Responsible Executives: FOM Safety Advisor, LSI Administrator, LSC Operations Manager	
Title: LSC Facility Usage Guidelines		

Purpose

To provide guidelines for the booking and appropriate use of LSC spaces for events.

Space Booking Procedures:

For information on spaces booked through the LSI office: <http://lsi.ubc.ca/resources/facilities/booking/>

- Room 1330
- Room 1410
- West Atrium
- East Atrium
- Room 1510
- Room 1416
- LSC 3
- LSC Faculty Lounge
- Upper research floor meeting rooms (2310, 2510, 3310, 3510, 4307, 4510, 5510)
- LSC Colonnade (as part of another room booking)

For information on spaces booked through the FoM Resource Coordination Team:

<https://mednet.med.ubc.ca/ServicesAndResources/Facilities/Room-Booking/Pages/default.aspx>

- LSC 1001 (LSC 1)
- LSC 1312 (CMR)
- LSC B2131 (GAL)
- LSC 1002 (LSC 2)
- LSC 1443
- LSC 1013 (MPL)
- All LSC CBL Rooms

Space Use Guidelines:

Use of LSC space for events may require one or more of the following:

1. Event Security

Security should be pre-arranged for any event with over 75 people held after 6:00 pm on weekdays or anytime on weekends and holidays. For event with over 350 guests, one additional security member (total of 2) should be pre-arranged for the event.

Security arrangements should be made directly with Campus Security. Event Security refers to UBC Campus Security personnel *in addition* to the dedicated LSC Security personnel already operating in LSC.

For event serving alcohol, please refer to the Special Occasion (Liquor) License section for additional requirement.

2. Custodial Service

Custodial service should be pre-arranged for any event with over 75 people, where food and/or drink is served. Custodial arrangements should be made directly with Custodial Services.

Event organizer is responsible for arranging and ensuring space is cleaned up at the end of the event during booked time. Failing to do so may result in custodial clean up fees charged back to the event.

3. Signage

Sign holders, poster boards, and e-boards located throughout the building are designated for proper signage for events or information. To put up signage on either the poster boards or e-boards in the colonnade, please contact lsi.reception@ubc.ca. If additional event signage is needed, the event organizer must bring in proper sign holders.

Temporary signs are only allowed within the booked space, and within 2 hours before the booked time, and should be taken off immediately after event.

Hand-written signage and scotch tape are not acceptable.

4. Furniture Move

Clients may rearrange the furniture within the booked rooms and the West Atrium, by themselves or by hiring Building Operations. Furniture should be returned to the original configuration at the end of the event.

Building Operations must be hired if room furniture needs to be moved to another location within LSC.

5. Fire-Life Safety

For all events, organizers must adhere to all applicable BC Fire Code and LSC Fire Life Safety requirements:

- Maximum room occupancy numbers (posted in rooms where applicable) – set by the Fire Code - must not be exceeded.
- In order to ensure the safe and timely evacuation of an event during a fire alarm or emergency, maximum room occupancy numbers will be adjusted based on the number of tables and other potential obstacles present during the event.
- Event tables, booths, room-dividers, etc. are not to be positioned in ways that create impediments to safe egress through major LSC emergency exit routes. These considerations are to be met by consulting the generic LSC Event Layout Requirements and Restrictions (see Appendix 1).

For events with over 350 guests, event organizers must review event layout plans with LSC Safety / Operations staff prior to the event.

- Helium balloons are not permitted in the LSC building, as released balloons (or other items) may cross the smoke-detection sensor fields, triggering a facility-wide fire alarm and evacuation.
- In order to enhance safety in the event of an emergency, it is recommended that the Event Organizer and event staff be familiar with LSC emergency evacuation procedures and that they convey this to event participants / guest, as suitable. LSC emergency procedures can be accessed at: <http://facilities.med.ubc.ca/lsc/lsc-health-and-safety/safety/>

6. Electrical Requirements

For events with extensive or complex (above normal) electrical requirements, input and approval from the Building Operations Facilities Manager and LSC Operations / Safety Manager is required.

7. Special Occasion (Liquor) License

As per University Policy #13, certain events will require an Event Organizer to obtain a Special Occasion License, granted in accordance with the British Columbia *Liquor Control and Licensing Act*. Event Organizers are expected to comply with the Procedures associated with this Policy, as well as obtaining a Venue Approval to use the UBC Facility.

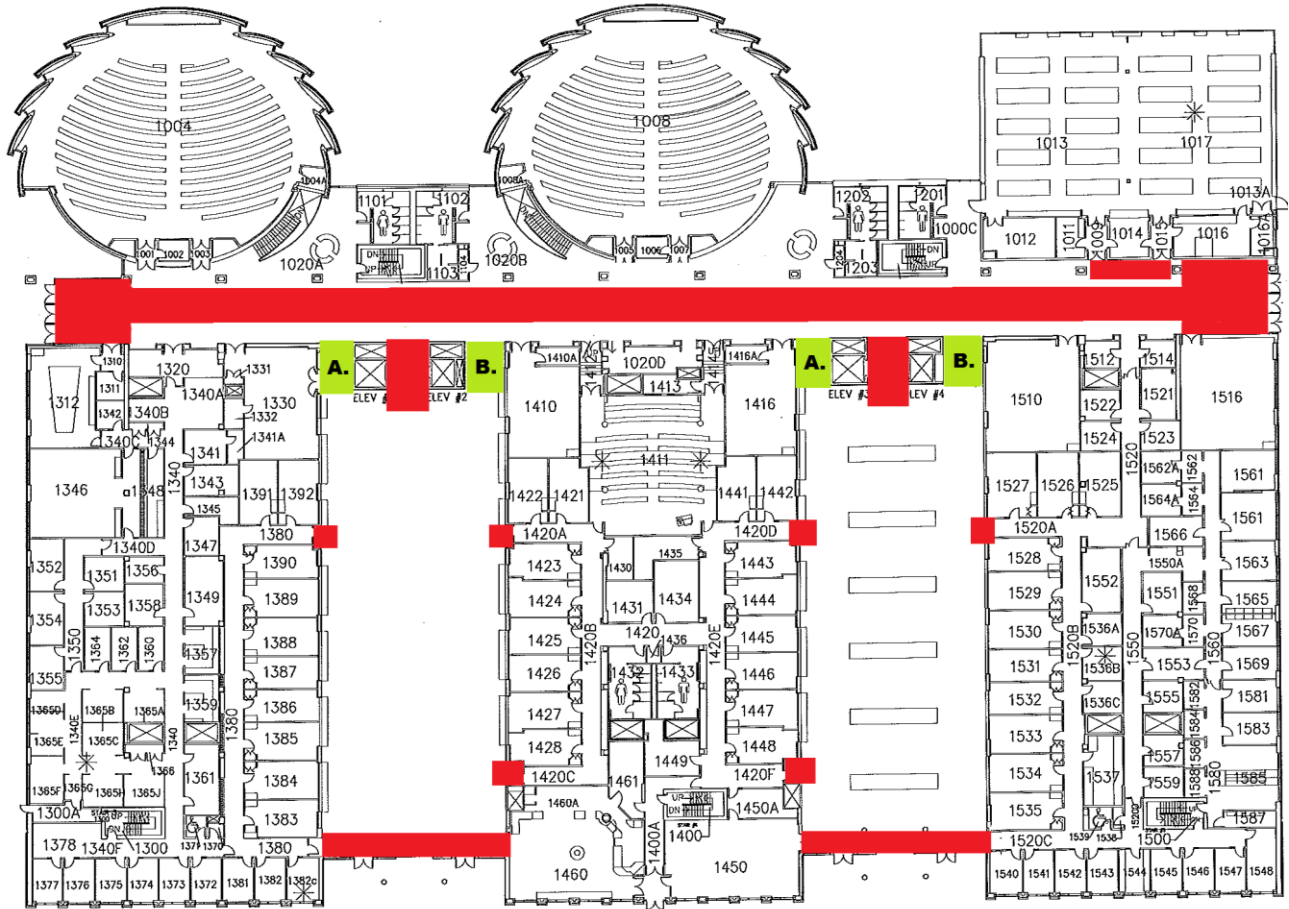
Event security should be arranged for all licensed event.

For events that feature external (non-UBC) catering service to sell and/or serve alcohol, the *Event Organizer is required to obtain and provide a copy of the caterer's valid Catering Authorization* (as issued by the BC Liquor and Licensing Branch).


UBC Policy #13 – “Serving and Consumption of Alcohol at University Facilities and Events” can be accessed at: <http://universitycounsel.ubc.ca/files/2015/08/policy13.pdf>

Appendix 1:

LSC Event Layout - Requirements and Restrictions



 **Event tables or other equipment not permitted**

 **Event tables or other equipment allowed only at A. or B. but not both.**

Note: Event tables and other equipment are not to block flow to primary egress routes.