



Rooms (Capacities and Prices)

Please note that rooms B101, 105, 121, 112 and 113 at Allard School of Law are controlled by [UBC Scheduling Services](#) and must be booked through them directly. To avoid scheduling conflicts, please contact the [Events Manager](#) at Allard School of Law before booking these rooms.

Allard School of Law Rooms Available for Booking and Rental

Room	Room Type	Capacity	Cost (only applicable to groups outside UBC Law)
Franklin Lew Forum (first floor)	Tiered seating (retractable seats for receptions)	179 seated or 116 standing	\$600 for 8 hour day \$300 for up to 4 hours (additional cost of \$300 for extension/retraction of tiered seating)
<u>Seminar Rooms</u> Rooms 111, 114, 115	Classroom (moveable tables)	20	\$75 for up to 4 hours (additional hourly rate of \$25)
<u>Classrooms</u> Rooms 122 and 123	Classroom (moveable tables in room 123; fixed tables in room 122)	50	\$150 for up to 4 hours (additional hourly rate of \$50)
<u>Lecture Halls</u> Rooms 104 and 106	Classroom (fixed tiered seating) Room 106 can be configured as a court room	96 (room 104) and 77 (room 106)	\$150 for up to 4 hours (additional hourly rate of \$50) \$200 charge for court room setup
Terrace Lounge (room 402, fourth floor)	Some movable tables and chairs	40 seated or 70 standing (lounge); 100 standing (terrace)	\$300 for 8 hour day \$150 for up to 4 hours This room is only available <u>outside</u> the regular office hours of 8:30 am-4:30 pm, Monday-Friday.
Room 335	Meeting Room with video conferencing	20	\$150 for up to 4 hours (additional hourly rate of \$50)
Room 415	Meeting Room	16	\$75 for up to 4 hours (additional hourly rate of \$25)

**** GST will be added to the above rates if applicable**



Allard School of Law Booking Policy

In this document

- Policies
- Confirmation and prioritization procedures
- Fees
- Submitting payment

POLICIES

For booking conditions, see [Policy 107: Short-term Use of University Space \(94KB PDF\)](#).

Signage

The use of signage must comply with [Policy 120: Posting of Notices, Posters, and Signs \(56KB PDF\)](#).

Event times

In order to allow a reasonable transition time between events, events should conclude ten minutes prior to the event's scheduled end time. Please take this into account when booking the room(s). For example, if your event runs from 10:00AM to 11:00AM, it would need to conclude at 10:50AM. Event bookings must include enough time for proper clean-up.

CONFIRMATION AND PRIORITIZATION PROCEDURES

The Allard School of Law accepts room booking requests throughout the year. However, in order to prioritize academic use, we will not confirm any classroom bookings until the course timetable for the space is completed.

FEES

There are a number of fees besides room rental that may apply to your event (details on each noted further below):

- AV Technician fees
- Opening and/or closing fees for building and rooms
- Catering
- Liquor Licenses
- Parking
- Insurance



AV technician fees

The rental rates listed above include the use of accessible AV equipment. Additional AV rentals and AV technicians may be organized by contacting the [UBC IT Service Centre Helpdesk](#).

Opening and closing fees

Opening and/or closing fees may apply if your booking falls outside the building’s regular hours. This fee is charged by UBC Plant Operations to offset the cost of providing access to the building outside of its regular hours. The fee may apply to activities that are not otherwise being charged rental fees.

Allard Hall hours are as follows: (Term 1 & 2) Monday-Friday 08:30 am-10:00 pm; (May - August) Monday-Friday 08:30 am-5:00 pm, Saturday/Sunday/Holidays – Closed

Period	Fee
Opening early	\$25
Closing late	\$25
Opening and closing	\$50
Opening and closing on statutory holidays	\$160

*** GST will be added to the above rates if applicable*

Please note: Regularly scheduled academic courses are exempt from opening and closing fees.

Catering

Food and beverages are not permitted inside the classrooms and lecture halls but are permitted in the lounge areas and designated areas outside the classrooms and lecture halls. UBC has an on-site catering company called Scholar’s Pantry that provides full-service as well as drop-off catering options. You can



also arrange for servers, linens, tables, etc. through Scholar's Pantry. Visit the [Scholar's Pantry website](#) to learn more. You are also welcome to bring in outside caterers.

Liquor licenses

Allard School of Law is permitted two liquor License events per month. If you are interested in serving liquor at your event, visit <https://specialevents.bcldb.com> to learn about the process and fees associated with a Special Occasion Liquor License. If you have any other questions, please contact the Allard School of Law Events Manager at Burchill@allard.ubc.ca.

Parking

The closest visitor parking is in the North Parkade ([6115 Student Union Mall](#)). There are metered lots located across the street from Allard School of Law on East Mall, in front of the Buchanan building. To learn more about visitor parking at UBC and parking rates, visit: <http://www.parking.ubc.ca/visitor.html>.

Insurance requirements

General liability insurance is a mandatory requirement for external bookings on the University campus. Classroom Services will require proof of insurance 14 days prior to the date of the event. The UBC Classroom Rental Agreement states that "the Renter will provide proof to UBC that it has purchased a general liability insurance policy covering bodily injury, including death, and property loss or damage, in the amount not less than five million dollars per occurrence or such other amount as may be required by UBC by notice in writing. Such policy shall name UBC, its Governors, employees and agents and all others for whom it may be in law responsible as additional insureds." Please [contact Scheduling Services](#) for more information.

SUBMITTING PAYMENT

The Allard School of Law Events Manager will email the booking agreement to the renter. The agreement will include a summary of the fees and a payment due date. Bookings will be confirmed when the agreement is signed by the renter and the Allard School of Law Events Manager or designate. If payment is not received by 4:00PM on the fifth business day before your event, your booking will be cancelled and all rooms that were to be part of that event will be returned to our scheduling pool.

Cheques or money orders should be made payable to Allard School of Law and submitted along with a signed rental agreement and general liability insurance policy (if required) to Monzur Siddique, Senior Finance Specialist, room 258 or siddique@allard.ubc.ca.