

Black Student Space – Booking Guidelines

Booking Process:

1. Email bss.ubco@ubc.ca with your booking request.
2. You will receive an email confirming your booking.
3. Your booking will be posted to the room calendar and will be viewable by others.
4. Any questions may be sent to bss.ubco@ubc.ca

Booking Rules:

General

1. Room bookings are available after 5:00 p.m. on weekdays and all day on Saturdays/Sundays.
2. All bookings must be for activities that promote the community building and success of black students at UBCO. The UBCO Black Student Success Program may deny bookings at its discretion.
3. Priority for bookings will be given to UBC Community Members. Bookings by non-UBC affiliated individuals or groups will be considered on a case-by-case basis.
4. The room has a capacity of 12 seated individuals. If you anticipate hosting a larger group, we kindly ask that you explore other options for room bookings at UBCO.

Timeline

5. Please book at least two weeks in advance, to ensure sufficient processing time. Late bookings will be considered on a case-by-case basis.
6. Bookings cannot be made more than two months in advance.
7. Bookings are limited to a maximum of two hours.
8. Groups or individuals who are more than 10 minutes late forfeit their booking time.
9. UBC Staff reserves the right to cancel room bookings with at least 24 hours' notice.

Conduct

10. At all times, users of the space must adhere to the Community Guidelines, the Booking Space Guidelines, and all applicable UBC Policies.
11. Treat the space with respect. We ask that you please tidy the room after your booking.

Other relevant policies may include, but are not limited to:

- UBC Policy SC1 Health and Safety
- UBC Policy SC7 Discrimination
- UBC Policy SC13 At-Risk Behaviour Policy
- UBC Policy SC15 Smoking and Smoking Product Promotion on Campus
- UBC Policy SC17 Sexual Assault and Other Sexual Misconduct
- UBC Statement on Academic Freedom
- UBC Respectful Environment Statement

- UBC Student Code of Conduct