

The BRC Multi-Purpose room: Guidelines and Rules for use

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The multipurpose room 1014/1024 is a unique and custom-built room for activities and events related to the BRC and BRC members. These include, but are not limited to: workshops, socials, retreats and other gatherings. The multipurpose room has a kitchenette and is equipped with an AV system including a screen and microphones.

To keep the room in good condition and available for events and activities for which it was designed, we ask BRC members to respect the following guidelines:

1. For every reservation and use, there must be a BRC faculty member who requests and assumes responsibility for the condition and cleanliness of the room upon completion of the event. If there is damage to the room and/or if it is left in an inappropriate state, the faculty member is responsible for ensuring a quick return to its initial conditions. BRC staff are not responsible for this. This includes clean-up of the kitchen surfaces, removal of any remnant food waste in the sink or microwave, and clean floors. Custodial services will clean the floors as in any other room, but large messes and stains must be cleaned by the users.
2. Reservations may be made with Katie Beall (kaite.beall@ubc.ca) and we encourage reserving well in advance. Consider booking extra time before and after the event to allow for set up and clean up.
3. The room is locked with card reader access only for most days unless there is a scheduled event. BRC faculty members in the building have card reader access to the room. Others can be added on a case-by-case basis and as needed by Katie Beall.
4. Propping doors for events is not needed if coordinated with Katie in advance. Otherwise, you can prop open the double doors with the wooden door stops.
5. There are two exterior doors that lead to the patio. These doors are exit only, but can be scheduled to be unlocked for special events. The exterior doors pose a security risk for the entire building if left open, so please ensure they are closed and locked when no one is in the room. The exterior doors are locked with card reader entrance access, but using these doors as a main entrance is discouraged.
6. Organizers will need to bring their own supplies, we do not provide plates, utensils, napkins, etc.
7. The cabinets and cupboards should be emptied and cleaned after your event. Some groups have assigned cabinets for their recurring events, but no perishables should be kept in the cabinets. Food will attract pests.
8. **Please leave the room just a little nicer than you found it.**

9. If your event is at the end of the week or on the weekend and you provided food, please make sure the green bin is placed in the corridor. This will keep pests to a minimum over the weekend until custodial service returns on Monday.
10. If you move the tables and chairs or poster boards during your event, please return them to the standard arrangement when you are finished (regardless of how you found them).
11. There are minimal cleaning supplies in the room for BRC events. Please be considerate and notify Katie if supplies are depleted.

Note: The room is not set up as an auditorium and therefore is not suitable for seminars or symposia with larger audiences (>30), or teaching. Undergrad classes and class activities are not allowed to be booked in BRC event and meeting spaces without approval from the BRC Director.

The flexibility of the room is one of its special features. This does mean that it can require some time and effort to set up and to restore to its baseline state after use. **It is not part of the any BRC staff job description to clean or organize the room between events. Users are responsible for this, from start to finish, setup to cleanup.**