

SCARP Room Booking Form

(PLEASE FILL OUT ELECTRONICALLY WITH THE BELOW TEXTFIELDS AND DROPDOWN OPTIONS)

About you

NAME:

EMAIL:

I AM A:

(Note: no one can book in someone else's name. You are the eligible booker and you will be the main contact for this booking.)

PURPOSE OF EVENT:

LIKELY TURNOUT:

DATE DESIRED:

TIME:

FIRST PREFERENCE:

CATERING:

EVENT TITLE:

Please note

- Operating hours of WMAX are 7:00am - 5:00pm. Outside these hours no staff are present and entrance requires a key.
- Use of room equipment is self-serve. For A/V assistance, instructions are on the equipment. As staff are unable to provide on-demand technical assistance, you may book a training session in advance of your room booking by contacting info.scarp@ubc.ca, or contacting UBC's A/V Help Desk at 604-822-7956 or av.helpdesk@ubc.ca.
- Existing equipment cannot be moved from the room. Moved furniture should be returned to prior state.
- Rooms left untidy may restrict future booking requests.
- Room bookings cannot exceed the seating capacity of the room due to fire regulations.
- Rooms are bookable once the class schedule is finalised, and on a first-come first-served basis based on purpose and availability. You may be offered an alternative space instead.
- If you need to cancel or change your room booking, notify info.scarp@ubc.ca ASAP.
- An accepted room booking does not necessarily constitute an endorsement of the event's content or any ideas espoused during the event.

[Other spaces to book on campus](#)

[submit by pushing this button or by emailing this completed form to info.scarp@ubc.ca]

