



## GRADUATE COLLEGIUM (ASC 460) – EVENT TERMS OF USE

### Overview

The Graduate Collegium is located in Arts and Science 460 and offers all current registered graduate students a gathering space to relax, eat, spend time with their peers in intellectual discussion(s), and/or use it for a planned event.

The Graduate Collegium is open seven days a week from 7 a.m. to 11 p.m.

The maximum capacity for the room is 60.

A schedule of booked events is available in the Collegium Calendar.

### Definitions

*Lunch period* = 11:30 a.m. – 1 p.m.

*Peak hours* = Monday – Friday, 8 a.m. – 5 p.m.

*Event organizer* = Individual responsible for booking the space

### Terms

1. To schedule an event, you must submit a booking form to the College of Graduate Studies. The form can be submitted online and can be found here. You will receive a booking confirmation via email. Please check the Collegium Calendar prior to submitting a request.
2. Your booking request should include set-up and tear-down time.
3. Events can only be booked during regular “open” hours.
4. Events are booked on a “first come, first served” basis.
5. Booking requests must be submitted at least five business days in advance.
6. Weekday bookings are limited during peak hours. No more than two events will be held in one calendar week during peak hours.
7. Event bookings are limited to a maximum of two hours unless special approval is granted by the College of Graduate Studies.
8. Events must be for graduate students. Booking requests for faculty, staff, or other student events will not be approved.
9. Whenever possible, weekday events should not be booked over the lunch period unless the space remains open to all graduate students.
10. The event organizer is required to post a notice of closure on both Collegium doors at least two days in advance.



11. Alcohol is not normally permitted in the Collegium. If you would like to serve alcohol at your event, you must adhere to [Policy 13 – Serving and Consumption of Alcohol at University Facilities and Events](#).
12. Event organizers require SALTO access to ASC 460 in order to access the room for events. If the organizer is not eligible for access to ASC 460, arrangements should be made at least two weeks in advance to obtain the necessary access.
13. The event organizer is responsible for ensuring the Collegium is clean following an event. One warning will be issued if the Collegium is not cleaned following an event. Further violations will result in a cleaning fee and the organizer will be prohibited from future event bookings.
14. To cancel an event, please contact the College of Graduate Studies at [gradask@ubc.ca](mailto:gradask@ubc.ca).
15. The College of Graduate Studies has the right to re-schedule existing events based on priority requirements.
16. If the terms are not followed, future events will not be approved.

### **More Information**

[Graduate Collegium](#)

[Policy 101 – Booking and Rental of UBC Space](#)

[Policy 13 – Serving and Consumption of Alcohol at University Facilities and Events](#)