

Guidelines for use of DTC Meeting Facilities **Effective January 2007**

The following criteria and guidelines for booking space at the DTC have been developed in order to meet the needs of the BCIT Community and to support the generation of revenue through rental of space to external groups.

The following spaces have been declared “Events & Conferences Space” in order to secure the space required to ensure that revenue targets can be met and that requests for space for meetings & events can be met:

- Conference Room 280/282/284
- Atrium Room 825
- Boardroom 281
- Boardroom 283

The Internal Room Scheduler pre-assigns the room blocks for Part Time Studies Programming before each term. It is for this reason that bookings requiring use of classroom spaces (i.e. non designated conference space- see list above) cannot be made until the term has been inputted.

The following types of groups / bookings have been identified and the following criteria have been set to determine whether or not a room rental fee applies.

1.) BCIT INTERNAL GROUPS: CRITERIA FOR FREE SPACE

The following types of events are not required to pay room rental fees:

- Internal Staff / Departmental / Committee Meetings (when possible / appropriate these events will be booked into non-primary event spaces such as Boardroom 775 or a suitable classroom)
- PTS Courses
- BCIT Institute Events (Info Sessions and other Marketing & Communication Events, Media Events, Donor Recognition Events etc.)
- The booking is not made in Atrium Room 825, Conference Room 280/282/284, Boardrooms 281 and 283

It has been determined that there will be no rental fee for **BCIT internal groups** using space at the DTC with the **exception** of the following primary event spaces:

- Conference Room 280/282/284 and Atrium Room 825
- Boardrooms 281 and 283

For these spaces a reduction of **35%** off the “**rack rate**” for these rooms will be charged.

Only the following individuals / events / are exempt from rental fees for the conference room 280/282/294, Atrium 825 and Boardrooms 281, 283 (primary event spaces):

- President’s Office
- VPs and CFO Offices
- Executive Director Administrative Services
- Executive Director Human Resources

- Alumni Association and BCIT Foundation Events
- BCIT Board of Governors Meetings

Internal groups are required to pay for:

- Catering
- Linen (above essential linen such as registration table and catering tables)
- China service associated with catering
- Photocopying
- Any out of pocket costs such as additional support staffing requirements e.g. ITS support, Wireless Access, AV support, Security support, additional janitorial service
- Consumables e.g. flipchart paper, felt pens, overheads if the cost exceeds \$50.00

Internal groups do not pay for:

- Room rental (if above mentioned criteria are met to qualify as an internal event)
- Audio visual equipment (charges will apply to special equipment that is not readily available at the DTC and needs to be rented / brought in by an outside supplier)
- Computer Hardware

2.) BCIT AFFILIATED GROUPS: CRITERIA FOR DISCOUNT ON MEETING ROOM RENTAL

Affiliation is defined as follows: BCIT staff / faculty working with external corporate, non-profit, community groups or professional associations to host and / or co-develop seminars, meetings or special events that relate to their work at BCIT. The affiliated individual must be participating / attending in the event.

***** Please note, that BCIT affiliated individual must fill out an approval form (see page 5) that details how the event is affiliated and how the event relates to their work at BCIT.*****

The following groups / events are entitled to receive a **35% discount** on the published rack rate for meeting room rental and Audio-Visual Equipment (please visit our website at www.bcit.ca/meetings):

- BCIT Affiliated Events with revenue generation, i.e., participant fee or registration fee being collected by organizer and / or budget allocated for the event and cost for using meeting space is recoverable. This would include **Industry Training Groups** (with or without CRN numbers), Meetings, Events or Conferences being hosted by an educational area / department / school where the attendees include not only BCIT Staff and Faculty, but participants from other organizations, schools etc.

These groups are required to pay for:

- Room rental – 35% discount
- Additional set ups (one set up is included in the rental fee) or major set ups requiring overtime on labour related to the event set up
- Catering
- China service
- Linen (if linen requirement exceeds basic requirements- registration and catering tables)
- Photocopying
- Audio Visual equipment – 35% discount
- Information Technology Services
- Computer Hardware
- Consumables, e.g., flipchart paper, felt pens, overheads etc.
- Any out of pocket costs such as additional support staffing requirements e.g. CR support, AV support, Security support, additional janitorial, additional equipment.

3.) External Groups: RACK RATE CUSTOMERS (no discount)

- All bookings from non-BCIT and non-affiliated clients / groups

External Groups pay for:

- Room rental – rack rate
- Catering
- China service
- Linen (if linen requirement exceeds basic requirements- registration and catering tables)
- Photocopying
- Audio Visual equipment – rack rate
- ITS Services (labor, wireless access etc)
- Computer Hardware

- Consumables, e.g., flipchart paper, felt pens, overheads etc.
- Any out of pocket costs such as additional support staffing requirements e.g. CR support, AV support, Security support, additional janitorial, additional equipment.

Contact Information for Booking Events at the DTC

In order to ensure that your meeting, event booking, or catering order is being handled appropriately, please adhere to the following guidelines.

The groups / events listed below are asked to contact EVENTS & CONFERENCES (604) 431-4997 or meetings@bcit.ca:

- External, non-BCIT groups
- BCIT Affiliated Groups (See definition page 2 of this document)
- BCIT Information Sessions (Marketing & Communications)
- BCIT Internal Events / Groups
- BCIT Departments located at the DTC that are booking an event outside of their regularly assigned space that has been allocated via the Internal Room Scheduler (e.g., HTP, Venture, CST, Forensic Science, Confucius Institute, Call Centre of Excellence)
- BCIT Graduations
- BCIT Industry Training Groups
- BCIT DTC Tenants

The DTC INTERNAL ROOM SCHEDULER is responsible for booking space for the following. Please contact (604) 412-7616 or aaddems@bcit.ca:

- BCIT CRN Workshops / Courses
- BCIT Call Centre
(CRN courses only)
- Short Term Leases
(Summer language colleges)

BCIT DOWNTOWN CAMPUS (DTC)
Approval Request - BCIT Affiliated Event

This form must be completed by any individual or group seeking to book DTC space for an event eligible for the 35% discount for BCIT affiliated events. Thank you.

IMPORTANT!

BCIT Affiliated is defined as follows: BCIT staff / faculty working with external corporate, non-profit, community groups or professional associations to host and/or co-develop seminars, meetings or special events that relate to their work at BCIT.

Name of BCIT Affiliated Person: _____

BCIT Local: _____

BCIT Fax: _____

BCIT Email: _____

Name of Group requesting space: _____

Contact Person: _____

Address: _____

Fax: _____

E-mail: _____

NAME OF EVENT (TITLE):

Please describe the nature and purpose of the event and how it relates to your work at BCIT or the nature of the event's affiliation with a BCIT school / department / program etc.
