

CUS Bookings Procedure

Prepared by Frederick Wong (VP Internal, 2015-16)

Revised by Phoebe Wong (VP Internal, 2017-18), March 2018



commerce
undergraduate
society

General Information

The Associate Vice-President, Internal Affairs (AVPI) and the Operations Coordinator, are authorized and mandated to submit booking requests on behalf of all CUS services, CUS-affiliated clubs, CUS-sponsored organizations, and other groups on a case by case basis. These are listed as below, but are subject to change.

- 1) CUS Services (26)
 - a. Awards Night (Commerce Gala)
 - b. Business Week
 - c. Campus AmbaSauder Program (CAP)
 - d. Case Competition Club (CCC) [ON HIATUS]
 - e. Chasing Sustainability Conference
 - f. Class Liaison Program
 - g. Commerce Community Program (CCP)
 - h. Commerce Mentorship Program (CMP)
 - i. CUS Health and Wellness Committee (HeWe)
 - j. CUS Sustainability
 - k. CUS Visual Media
 - l. Elections Committee
 - m. Executive Mentorship Program (EMP)
 - n. External Conferences (ExCo)
 - o. First Year Committee
 - p. Graduation Night
 - q. Imprint Conference
 - r. JDC West
 - s. Me Inc. Conference
 - t. National Strategy Consulting Conference and Competition (NSCC)
 - u. POITS
 - v. Sauder International Student Association (SISA)
 - aa. Sauder Sports
 - bb. The Cavalier
 - cc. Top 40 Under 40 [ON HIATUS]
 - dd. Yearbook and Prospectus
- 2) CUS-Affiliated Clubs (13)
 - a. Accounting Club
 - b. Business Communications Club (BlzzComm)
 - c. BizChina Club
 - d. BizTech Club
 - e. Entrepreneurship Projects Club (eProjects)
 - f. Finance Association (UBCFA)

CUS Bookings Procedure

Prepared by Frederick Wong (VP Internal, 2015-16)

Revised by Phoebe Wong (VP Internal, 2017-18), March 2018



commerce
undergraduate
society

- g. Human Resources Management Club (HRMC)
 - h. Marketing Association (UBCMA)
 - i. Real Estate Club
 - j. Social Enterprise Club (SEC)
 - k. Supply Chain Management Club (SCMC)
 - l. Trading Group
 - m. Young Women in Business (YWiB)
- 3) Non-CUS Organizations (Not affiliated but process bookings for)
- a. International Business Club (IBC) (Apr. 2018)
 - b. Sauder Summit – Can report directly to Sauder Events Team

CUS Services are not a recognized body by the AMS or by the University, and therefore, they **must** submit booking requests to the CUS. AMS Clubs are recognized entities by the university, and are capable of submitting requests to UBC Scheduling Services on their own. However, they predominantly submit through the CUS for a streamlined process.

Upon receipt of booking requests by the above parties, the AVPI and Operations Coordinator screen the requests based on feasibility, timeframe, promptness of submission, requested room, availability of rooms (as verified on the [UBC Online Timetable](#)), and scope, working with the booking initiator to amend and improve their request.

The CUS then submits on their behalf, forwarding requests to UBC Scheduling Services, or the Sauder Events Team. Requests for the items listed below will be forwarded to various parties as follows.

- 1) UBC Scheduling Services
 - a. Middlefield Group Lecture Theatre (HA 098)
 - b. Classrooms in the Henry Angus Building
 - c. Classrooms in any other building at UBC Vancouver
- 2) Sauder Events Team
 - a. Jim Pattison Leadership Centre (for bookings related to events):
 - i. Lecture theatres (HA 491, HA 492)
 - ii. Breakout rooms (HA 491A/B/C, HA 492A/B/C)
 - b. Bruce R. Birmingham Undergraduate Centre (for bookings related to events):
 - i. Undergraduate Lounge (Front Section)
 - ii. Breakout Rooms (HA 191 A-E, HA 192 A-E, HA 194, HA 195)
 - c. Events in CPA Hall
 - d. Boothing in CPA Hall
 - e. The Big Four Conference Centre
 - f. Sauder Café Patio
 - g. Sauder Learning Labs
 - h. Spaces inside/outside the Henry Angus Building not listed above

CUS Bookings Procedure

Prepared by Frederick Wong (VP Internal, 2015-16)

Revised by Phoebe Wong (VP Internal, 2017-18), March 2018



commerce
undergraduate
society

Scheduling Services Bookings

Once CUS turnover has been completed in April, the Associate VP Internal and Operations Coordinator must both be designated as bookings representatives with Scheduling Services. This should be done 1 week prior to the official turnover day with a form from Scheduling Services in the basement of Brock Hall, and the signature of the CUS President.

Upon receipt of a booking form requesting a classroom, the CUS will assess the validity of the booking as well as the proper use of the space. Additionally, the booking initiator must be a CUS Club, Service, or Organization as listed above. From then on, bookings are submitted to this link: <https://forms.students.ubc.ca/scheduling/room-booking>.

The CUS will collect this information from our forms, and upon assessment, submit them to Scheduling Services at the [attached link](#). We reserve the right to refuse to submit the booking, however, we will make a good-faith effort to submit all reasonable bookings that fall within our jurisdiction.

Upon receipt of a submission email, we will notify the booking initiator of the pending booking. Upon receipt of a confirmed room, the official booking confirmation will be forwarded to the booking initiator.

Should the requested room be unavailable, Scheduling Services will provide a list of similar rooms. Upon consultation with the booking initiator as to the suitability of the rooms, the CUS will book a new room, and again forward the booking confirmation to the booking initiator.

Jim Pattison Leadership Centre / Birmingham / CPA Hall Bookings

Upon receipt of a booking form requesting for a space under the jurisdiction of the Sauder Events Team, the CUS will assess the validity of the booking as well as the proper use of the space. Additionally, the booking initiator must be a CUS Club, Service, or Organization as listed above.

The CUS will email the request to the Event Coordinator, summarizing the key information (date, time, group, location) and attaching the original booking form. Should the space prove to be unavailable at the requested time, the Event Coordinator will provide alternate dates or venues if possible.

If the space is available, it will be placed on hold pending the completion of a Student User Space Agreement. This form must be completed by the booking initiator by hand and scanned back to the Events Team, or dropped off in person (HA 447A). Upon completion of the form, the Events Team will review the request. The Event Coordinator will finalize the booking via an email confirmation.

Should there be any infractions to the space user agreement, the Events Team has the right to revoke the privilege of returning the forms electronically or use of Sauder space in the future. The student group booking initiator will then have to drop off the forms in person for future booking requests.

CUS Bookings Procedure

Prepared by Frederick Wong (VP Internal, 2015-16)

Revised by Phoebe Wong (VP Internal, 2017-18), March 2018



commerce
undergraduate
society

CPA Hall Booth Bookings

Upon receipt of a booking form requesting for a space under the jurisdiction of the Sauder Events Team, the CUS will assess the validity of the booking as well as the proper use of the space. Additionally, the booking initiator must be a CUS Club, Service, or Organization as listed above.

The CUS will submit the request directly through email to the Event Coordinator, summarizing the key information (date, time, group) and attaching the original booking form. These requests must be received by the Event Coordinator before the cut-off date to be considered. In special cases, exceptions may be made at the discretion of the Events Team.

The boothing schedule runs from Monday to Friday of the same week. The deadline for students to submit a booking request to the CUS is every Wednesday at 12:00 PM for the following Monday to Friday period. The deadline for CUS VP Internals to submit the boothing requests to the Event Coordinator is Thursday at 12:00 PM. The schedule will be posted in a standing sign in the CPA Hall by Monday morning for that particular week.

Music is not permitted at booths to avoid disturbing students studying nearby, classes, as well as faculty and staff working in their offices.

All signage must be free standing; there should be no taping of posters anywhere in the building other than the designated bulletin boards on the 2nd, 3rd and 4th floor classroom wings. This applies to both during, and outside of booth hours. There should be no posters on the walls, doors, pillars or washroom stalls in the building. Digital signage is an option for promotion and advertisements as per the appropriate [guidelines](#).

The Big Four Conference Centre

See the Appendix for more detailed information regarding The Big Four Conference Centre.

Upon receipt of a booking form requesting a booth in CPA Hall, the CUS will assess the validity of the booking as well as the proper use of the space. Additionally, the booking initiator must be a CUS Club, Service, or Organization as listed above.

The CUS will submit the request directly through email to the Event Coordinator, summarizing the key information (date, time, group) and attaching the original booking form. If the space is available, it will be placed on hold pending the completion of a Student Space User Agreement. This form must be completed by the booking initiator by hand and scanned back to the Events Team, or dropped off in person (HA 447A). Should there be any infractions to the space user agreement, the Events Team has the right to revoke the privilege of returning the forms electronically. The student group booking initiator will then have to drop off the forms in person for future booking requests.

Should the space prove to be unavailable at the requested time, the Event Coordinator will provide

CUS Bookings Procedure

Prepared by Frederick Wong (VP Internal, 2015-16)

Revised by Phoebe Wong (VP Internal, 2017-18), March 2018



commerce
undergraduate
society

alternate dates or venues if possible. The booking initiator will be asked to contact the Student Engagement Officer requesting to book The Big Four Conference Centre explaining how their event is suitable for the space. The Event Coordinator will be CC'd in this email. The UGO sponsor will review the booking and provide feedback, approval, or disapproval of the event.

Upon completion of Space User Agreement and approval by the UGO sponsor the Event Coordinator will finalize the booking and provide an email confirmation of the booking.

Audio/Visual

As a general rule, students are responsible for making A/V arrangements. Equipment can be borrowed from the Canaccord Learning Commons (CLC).

Exception: For events in **Birmingham** and **The Big Four Conference Centre**, the AVP Internal and Operations Coordinator will help book A/V by submitting A/V tickets to Sauder IT directly but the students are responsible for bringing their own laptop, dongle, and other equipment unavailable in these spaces as outlined by the Events Team.

Appendix

The Commerce Undergraduate Society (CUS) proposes the following criteria and guidelines for student booking and use of The Big Four Conference Centre in the Henry Angus Building.

1. All CUS affiliated clubs and services will submit an initial booking request to the Operations Coordinator, Internal Affairs through the general bookings form at internal.cus.ca.
2. The CUS will screen and filter the above requests, prioritizing events that:
 - a. Have external attendees from companies and firms in the local business community
 - b. Provide significant networking and professional development opportunities to BCom students
 - c. Are sponsored by external firms, with particular preference to The Big Four Accounting Firms (Deloitte, Ernst & Young, Pricewaterhouse Coopers, and KPMG)
 - d. Fulfil professional criteria as assessed by the Vice-President, Internal Affairs, the Associate Vice-President, Internal Affairs, and the Operations Coordinator
 - e. Have obtained approval from the designated UGO sponsor as defined further down in section 3 three
 - f. Require the specific layout, technology, and usage of boardroom-like space.
3. As agreed upon at a previous meeting between the CUS and the Events Team, the

CUS Bookings Procedure

Prepared by Frederick Wong (VP Internal, 2015-16)

Revised by Phoebe Wong (VP Internal, 2017-18), March 2018



commerce
undergraduate
society

-
- Student Engagement Officer will act as a designated UGO sponsor:
- a. Should the Student Engagement Officer, cease to be an active position at the Sauder Undergraduate Office, the Sauder Building Users Committee will convene and appoint another position in the Sauder Undergraduate Office as the designated UGO sponsor.
 - b. The designated UGO sponsor will review the forwarded booking request and assess the event based on the criteria under section two of this document, as well as their own personal sense of professionalism and proper use of the space.
 - c. The designated UGO sponsor will either accept or reject the booking request, providing written response to the booking initiator, cc'ing the Associate Vice-President, Internal Affairs, the Operations Coordinator, and the Sauder Events Coordinator:
 - i. If the designated UGO sponsor rejects the booking request, CUS will work with the Event Coordinator to identify and book an alternative suitable venue.
4. The confirmation of the designated UGO sponsor will be directly sent to the Event Coordinator if approved:
- a. Should the Event Coordinator cease to be an active position at the Sauder School of Business, the responsibility of that role with regards to The Big Four Conference Centre fall to whomever is responsible for liaising with the CUS for booking CPA Hall, the Birmingham Undergraduate Centre, The Big Four Conference Centre, the Jim Pattison Leadership Centre, and general breakout rooms.
5. The Event Coordinator will book the approved request contingent on the availability of The Big Four Conference Centre:
- a. If The Big Four Conference Centre has already been booked by a different group at the requested time, the Event Coordinator will provide the CUS and the booking initiator with a list of available times and dates from one week before the requested date to one week after the requested date.
6. Upon identification of a mutually agreeable time and date for the event, the Event Coordinator will forward all relevant forms to be filled by the booking initiator to confirm the booking, placing The Big Four Conference Centre on hold for the event at the identified time and date:
- a. Should there not be a mutually agreeable time and date for the event, the Event Coordinator will work with the CUS VPs, Operation Coordinator and the booking initiator to identify a suitable alternative venue for the event
 - b. Recognizing that Dean's Office bookings will take priority in the case that an event originating from the Dean's Office also requests The Big Four Conference Centre at the same time and date, the CUS will give up the venue to the Dean's Office:
-

CUS Bookings Procedure

Prepared by Frederick Wong (VP Internal, 2015-16)

Revised by Phoebe Wong (VP Internal, 2017-18), March 2018



commerce
undergraduate
society

-
- i. If the Dean's Office booking overrides the CUS booking, the Event Coordinator shall inform the booking initiator as soon as the new booking arises, and if possible, provide recommendations and support to obtain a new venue suitable for their event.
 - ii. A suitable alternative venue is defined as:
 - A venue that has similar or equal audio and visual capabilities
 - A venue capable of holding the expected capacity of the event
 - A venue that meets a reasonable, equivalent degree of professionalism as agreed upon by the CUS, the booking initiator and the UGO sponsor, and the Event Coordinator.
7. Upon receipt of the relevant forms as defined in section six, the Event Coordinator shall complete the booking and provide written confirmation of the completed booking status to the CUS VP Internals, the Operations Coordinator and the booking initiator
-