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## Meeting Rooms

St. John's College meeting and seminar facilities are available for rental to University departments/faculties, affiliated organizations and other educational institutions. All bookings are subject to availability and the approval of the Principal. All of our rooms are wheelchair accessible.

Equipment – for rental: overhead projector (2), flip chart (3), screens (2) TV/VCR/DVD (1) podium (1) and microphone (1) in the Social Lounge only.

Setup – There is no charge for room and equipment setup, however we cannot accommodate mid-event room set up changes. Please note that the office is open from 9:00 am to 4:00 pm Monday to Friday. There is no staff onsite for events taking place outside of these hours.

Telephones – There are no phones in the event rooms, but there is a public telephone (which accepts credit cards) in the foyer of the Dining Room and outside the Lecture Hall for your convenience.

Parking – There is no parking available on our grounds, but the West Parkade is located across the street and the GVRD parking lot is located opposite UBC Gate 7.

Room	Daily Rate	Equip.	Daily Rate
Social Lounge	\$ 170	Slide Projector	\$25
Dining Room	\$ 225	Overhead Projector	\$20
Boardroom #2169	\$ 80	Screen	\$15
Seminar Room #2166	\$ 80	TV & DVD Player	\$30
Lecture Hall #1080	\$ 130	Podium	\$10
		Microphone	\$20
		(in Social Lounge only)	
		Flipchart stands	\$20
		(2 available, bring own pens)	

Room Setup & Maximum Capacity (Please note maximum capacity does not include room for equipment, projection, catering etc.). Meeting Rooms are available from 7:30am to 5:30pm (exception of the Dining Hall which is available on a limited basis from 11:00am to 4:00pm) from Monday to Thursday. Please talk directly with the Event Coordinator for availability on Friday to Sunday bookings.

	Board Room	Seminar Room	Lecture Hall	Dining Hall	Social Lounge
<b>Board Room</b>	17	24	30	n/a	30
<b>Classroom</b>	n/a	24	30	n/a	36
<b>Theatre</b>	n/a	n/a	80	n/a	100
<b>U-shape</b>	n/a	24	24	n/a	30
<b>Hollow Square</b>	n/a	24	34	n/a	40
<b>Reception</b>	n/a	n/a	84	n/a	115
<b>Cafeteria</b>	n/a	n/a	n/a	160	60

Prices do not include GST. Tax is exempt if you are paying by UBC journal voucher. Cheques should be payable to St. John's College, UBC. Catering is billed separately and must be paid by cheque to St. John's College Dining Society.

If you are interested in inquiring about our facilities, please contact us at the address above, and we will be happy to discuss your event needs, availability and catering.