



a place of mind
THE UNIVERSITY OF BRITISH COLUMBIA

Faculty of Education

Department of Language & Literacy Education
Ponderosa Annex "E" – 2034 Lower Mall Road
Telephone: (604) 822-5788
Fax: (604) 822-3154

LLED Room Booking Policy

LLED Boardroom (PONE 105, max capacity 35)

This room has a Smart board, movable tables and chairs and is used for both the large and small meetings, small department functions, department meetings, graduate thesis defenses and graduate classes. The number of people using the rooms for various functions can range from 2 up to 35 people.

Booking: Contact Angela in the office at angela.macdonald@ubc.ca or call **604-822-5788** to check for availability for booking classes during the winter and summer terms. Note that departmental meetings and office business are prioritized and classes will be asked to vacate on such occasions.

DLC (PONF 103, maximum capacity 70)

This room has movable tables and chairs, two ceiling projectors, three projector screens, four computers, a computer cart which holds 4 MacBooks and 3 PC's, one Smart board, two servers and a variety of portable equipment which is used in-house and signed out by faculty and instructors for teaching purposes. The DLC is used heavily for both day and evening classrooms and workshops due to the technology it houses. The department holds the graduate reception, department meetings, small conferences, seminars, talks, defenses and graduate student orientations in the space as well. Meetings in this space can vary from 2 people with bigger events hitting the capacity of 70 people at one time.

Booking: Contact Angela in the office at angela.macdonald@ubc.ca or call **604-822-5788** to check for availability. Key points when booking the DLC:

- Bookings before 10:30AM will require the faculty/instructor to obtain a key from the LLED main office the day before.
- As UBC Campus Security overseas the alarming of this space, no individual alarm codes are required for opening or locking up the room.
- Faculty/instructors are responsible for the immediate return of the key to the LLED main office after classes or meetings.
- In the evenings after office hours, ensure windows and blinds are closed and lock the door behind you. The key can be left in the envelope on the red tray in the mailroom beside the main office.
- Multiple, recurring classes can be booked during the winter and summer sessions. Priority is given to classes that require the use of the technology offered, or the available capacity in the space. If a needs conflict occurs, Faculty / Instructors are asked to work out a shared system

agreed upon by both parties. This shared scheduled should be booked accordingly in the main office.

CRCLLE (PONF 110, max capacity 20)

This is a smaller boardroom which houses flat screen TV, conference phone, a boardroom table and movable chairs. This room is used for CRCLLE meetings relating to the ongoing research that is being done in Chinese Language, but also available for small meeting and or thesis defenses. This room is usually only booked as a back-up option and is only available Mon – Thursday until 2pm throughout the year.

Booking: Contact Angela in the office at angela.macdonald@ubc.ca or call **604-822-5788** to check for availability.

PONE Classrooms

The classrooms in Ponderosa E are controlled by Classroom Services. If you have a specific classroom request, please contact Angela in the office at angela.macdonald@ubc.ca or call **604-822-5788** who can check on the availability for you.

Booking on Weekends

Ponderosa E and F are locked buildings on the weekends. If you require a weekend booking, please contact Angela in the office at angela.macdonald@ubc.ca or call **604-822-5788** to do this. Keys for the main doors will have to be borrowed for access and returned the following Monday morning.