



**LAND AND FOOD SYSTEMS
FNH ROOM 130 KITCHEN
STUDENT GROUP PROCEDURE**

Information for the room:

<https://my.landfood.ubc.ca/operations/booking/fnh-meeting-and-specialty-rooms/>

1. **CPR/First Aid and UBC Mandatory Training** - The host or organizer who will be at the event full time will need to complete the UBC mandatory training below and provide current CPR/First Aid completion certificates. UBC Mandatory Training <https://srs.ubc.ca/training/required-training-for-all-ubc-workers/>

Please provide copies of completion certificates at least *2 weeks before* event date:

- New Worker Safety Orientation
- Preventing and Addressing Workplace Bullying and Harassment Training
- Workplace Violence Prevention Training
- Privacy & Information Security Fundamentals Training Part 1 & 2

2. **FoodSafe Completion Certificate** - One person who will be at the event full time is required to have FoodSafe training. Please provide the certificate at least *2 weeks before* the event.

3. **LFS FNH 130 Student Group Agreement**– signed and returned *2 weeks before event*.

4. **FNH 130 Safety Orientation and FNH 130 Use and Clean-up Quiz**. This is required once per year starting each September. Contact Patrick Leung patrick.leung@ubc.ca to schedule this at least *2 weeks before* the event.

5. **Deposit and/or fee payment**. Deposits are required *at least 1 week before event*, in the form of separate cheques. Payments are required *1 week before* the event.

7. When all the above are completed, the booking can be confirmed. Check the booking calendar to ensure the details are correct.

You can request for **building access** here: <https://my.landfood.ubc.ca/operations/building-access/>
Please allow 1.5 -2 weeks for access to be granted.

(Access is only for booked hours. Booked hours include prep and cleanup of the facility)

*Note: Booking hours include completing all cleaning duties.

The following apply to all bookings (see FNH 130 Student Group Agreement for details):

No minors (under 19), no alcohol, all participants are from UBC (must carry valid UBC Card).

Booking hours	Minimum hours	Deposit
M-F 8:30AM-8:00PM (no holidays)	3	\$300

