



**CONTACT NUMBERS: Security: 604-331-4060 Events Office: 604-331-3823**

### Room Access

#### **BEFORE 9:30am:**

Guests may gather outside of the **Staff Entrance** on the North Plaza (closer to Georgia and Homer). There is **NO** building access before **8:00am**. You can request access to the building at the start time specified on your rental licence. Use the button intercom at the door to speak with Security. They will escort you to the meeting room.



If the rest of your group is arriving later than the initial person, someone from your team must wait inside the lobby of the Staff Entrance in order to open the door for your remaining guests. Once your entire group is present, please intercom Security again to have the group brought up to the room.

#### **AFTER 9:30am:**

The main entrance of the library is now open. Enter through the main glass doors and take the elevator to Level 9. Contact Security using the courtesy phone near the L9 elevators. Security staff will unlock the meeting room.

### Wifi Access

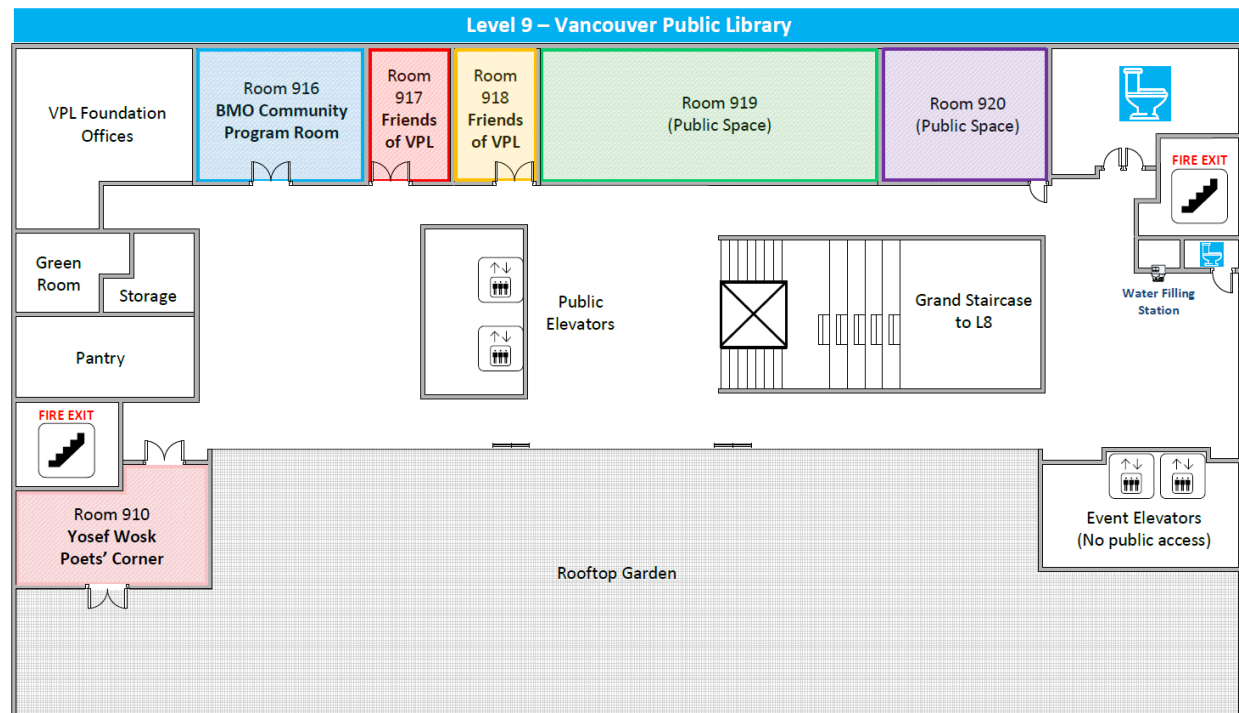
To access the free wifi, connect to the VPL network and accept the terms and conditions that pop up in your browser.

### Requesting Assistance During Your Event

VPL Events staff members are available Mon-Fri, 8:30am-4:30pm. Please call the Events office at 604-331-3823. Outside of these hours you can contact Security for assistance, either from the courtesy phone beside the elevators or by calling 604-331-4060.

## Washroom Locations

The washrooms on Level 9 are located down the hallway, past room 920.



## Food and Drinks

Food and drink may be served in the meeting rooms with prior arrangement. A cleaning fee applies to all events where food is served.

Reusable catering equipment must be picked up or removed immediately following your event. Food must be ready-to-serve. Warming or chafing dishes are not permitted.

For food delivery apps, you can instruct the delivery person to meet you near the elevators on Level 9.

## Securing the Room After Your Event

Please notify Security when your event is over so they can lock the room. Dial 64060 from the courtesy phone outside the elevators or speak to the uniformed guard on the floor before you exit. If your event ends after the Library is closed, Security will escort you out through the staff exit.