



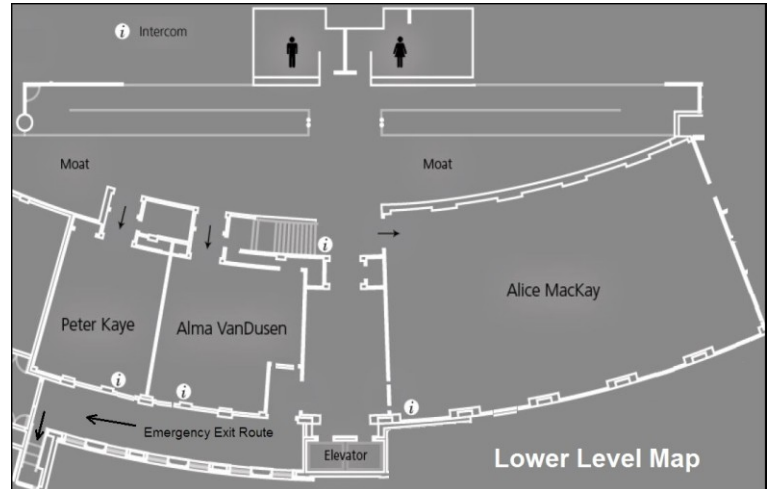
LOWER LEVEL

Room Access

CONTACT NUMBERS: LSCC Office: 604-331-3823 Security: 604-331-4060

Room Access

From the Lower Level, contact Security when you arrive using the intercom at the bottom of the stairs in front of the Alice MacKay. Allow 5-10 minutes for Security to arrive and they will unlock the doors to the meeting rooms. We recommend that you ask Security to lock the room if you will be away for an extended time, such as a lunch break.



Securing the Room After Your Event

Please notify Security when your event is over so they can lock the room. Use the intercom inside the room or at the bottom of the stairs to speak to Security staff before you leave. Please wait for Security to arrive before you leave so that audio-visual equipment is not left unattended in an unlocked room.

Requesting Assistance During Your Event

LSCC staff members are available Mon-Fri, from 9:30 AM to 5:00 PM. Use the intercom located inside the room (at the wall by the light switch) to contact Security and ask for Conference Centre staff assistance. The room's temperature can be adjusted remotely. Other requests will be accommodated where possible.

Signage

You may post two 8.5" x 11" signs to identify your event. One sign may be posted on the Promenade level using the black felt corkboard at the top of the stairs leading to the Lower Level. One sign may be posted on the Lower Level using the sign holder stand at the entrance to the room.

Food and Drink

Food and drink may be served in the meeting rooms with prior arrangement. A cleaning fee applies to all meeting room events where food is served. Renters may choose their preferred caterer. All reusable catering equipment must be picked up or removed immediately following your event.