



CONFERENCE ROOMS

Lower Level Access

Food and Drink

Please contact us for catering information. Special arrangements for food and drinks must be made with our office.

Room Access

The rooms are locked at all times (keys are not available to clients). Please contact Security at the intercom (located at bottom of stairs) to have the doors unlocked. It may take up to 10 minutes for Security to arrive.

During your event

Please use the intercom located within the room (at the wall by the light switch) to contact Security if you have any requests during your event, such as: adjusting room temperature, equipment needs, or to reach the Library Square Conference Centre office—your requests will be accommodated where possible.

Room security

Please do not leave the room unattended, as you are responsible for the state of the room and the equipment in it. Contact Security to lock the room during a break.

Signage

You may post two signs to identify your event. One sign may be posted on the brown corkboard at the top of the stairs leading to the Lower Level. One sign may be posted on the brown corkboard at the entrance to the room.

Office services

Library Square Conference Centre does not provide reception services. We are unable to provide office supplies such as staplers, photocopying, phone use etc.

When your event is over

When you are ready to exit the room, contact Security from room intercom. Please remain in the room until Security arrives to secure rooms and equipment.

Contact Numbers

LSCC Office: 604-331-3823 or 604-331-4045
Security: 604-331-4060 (24 hours)