EXTERNAL ROOM RENTAL RATE SHEET

Type of Room & Max. Capacity	1 – 4 hours	5 – 8 hours	Hourly Rate
General Purpose Classroom (40 seats)	$200	$350	
RMT Classroom (26 to 30 seats)	$400	$800	
Lecture Theatre (90 seats)	$425	$600	
Lecture Theatre (270 seats)	$600	$1,000	
Lab	$800	$1,600	
• *Lab rates include space, use of general equipment and staffing during regular operating hours.* • *Extra staffing cost of $150 per hour will be charged for rentals that take place after regular working hours.* • *There will also be an extra fee for use of any specialized equipment.*			
A Building Main Foyer (2 tables maximum)	$350 (up to 8 hours)		
Meeting Room (10 to 12 seats)			$40
Meeting Room (16 to 20 seats)			$60
Meeting Room (30 seats)			$100
L224 Library Study Space (100 seats)	$400	$675	
T Building Gallery (140 occupants, seating or standing)	$600	$1,000	
• *Rates include use of space only.* • *A $250 Facilities setup fee applies.* • *A $200 setup and takedown fee will be charged for AV equipment.*			

* *Applicable taxes will be added to rates listed.*
* *Above rental rates are subject to change without notice.*
* *All rooms are equipped with whiteboard / chalkboard and markers, computer, internet capability and an overhead projector with screen.*

ROOM RENTAL GUIDELINES

- **Booking Notice:** Please book at least four (4) weeks in advance.
- **Base Rates:** The listed rates cover the rental space only. Additional staffing and services will incur extra charges.
- **Non-Profit Discount:** Registered non-profit groups receive a 25% discount on regular rates.
- **Change Fee:** A $15 fee applies for any changes made after the rental agreement is finalized.
- **Cancellation Policy:** Cancellations must be made at least two (2) business days before the event date. Cancellations within two (2) business days will be charged the full booking amount.
- **WiFi Access:** A Langara account is required for campus WiFi and room features. The set-up fee is $25 per booking.
- **Audio-Visual Services:** Specialized equipment and services are available at an additional fee. Contact Information Technology at ithelp@langara.ca for details.
- **Catering:** All catered food must be ordered through our in-house catering company Chartwells at 236-668-5592 or its website at https://langara-cgc.catertrax.com/
- **Parking:** Pay parking is available on campus every day. Visit our Parking & Transportation webpage for information and rates.

Langara.

ʔə ƛ̓ xʷməθkʷəy̓əm | at Musqueam