

## **Guidelines for Room Bookings at the SCC**

Updated November 7, 2020

The Scottish Cultural Centre (SCC) is jointly owned by a number of Scottish Groups including RSCDS Vancouver. As a frequent user of SCC, RSCDS Vancouver pays a special reduced rate to rent rooms. We regularly book the library for the 1<sup>st</sup> Saturday of each month for our board meetings.

The Vice President is responsible for all room bookings on behalf of RSCDS Vancouver Branch. He/she should be the sole point of contact for the Scottish Cultural Centre for room bookings and should be copied on all correspondence from event organizers to the SCC relating to access times and changes to bookings.

All bookings should be specific as to start and end times. This should include all set-up and clean-up times to avoid scheduling conflicts with other renters.

Event organizers must specify the facilities set-up and equipment required, including tables, chairs, coffee and tea urns and table-clothes, glass and crockery rentals.

A spreadsheet of bookings is maintained by the Vice President. This is shared with the SCC Manager periodically to ensure a mutual understanding.

There is no extra charge for use of the kitchen. However, the kitchen is rented to an external caterer and may need to be shared. Some equipment in the kitchen belongs to the external caterer but is not identified as such. See the SCC website at <http://www.scottishculturalcentre.com/index.html> for up to date contact details, room dimensions, room capacities, etc.

The SCC Manager should be advised as early as possible when previously booked rooms will NOT be required.

### **Special Events**

The Vice President will book the rooms required for events such as the Burn's Supper, Lady Aberdeen, Betwixt and Between, the Love to Dance workshop and the Heather Ball. The organizer holding over-all responsibility for the event should contact and meet with the SCC manager directly to arrange table set-up, equipment rentals and access for event preparations. It is recommended that a diagram showing table placement be shared with the manager and posted for reference by the set-up team. Since one caretaker is on duty for the entire building, he is not able to do all the set-up. Event organizers need to ensure they have sufficient volunteers to assist with this manual work. The caretaker will assist and advise on what is allowed to be attached to walls, etc.

## **RSCDS Storage cupboards and keys**

- 1 cupboard in the Celtic room (downstairs) to the left of the entrance
- 1 cupboard in the downstairs hallway - 2nd door to the right of the Celtic room entrance.
- A small section of 1 cupboard in the library on the north side opposite the door.
- Keys to the Celtic Room and downstairs hallway cupboards should be held by the Dancing Co-ordinator, Events Coordinator, Equipment Manager and Branch Class Representative.
- Keys to the library cupboard should be held by the Archivist, Secretary and President.

Keys to all rooms and cupboards (except the library cupboard) are available from the on-duty caretaker.