

Adler University Vancouver Campus Room Rentals

Located at 520 Seymour Street, Adler University's new, state-of-the-art campus in the heart of Vancouver provides an enhanced academic environment in a colourful five-storey, 30,500-square-foot learning hub.

Our Community Hall and classrooms incorporate cutting-edge technology throughout, including interactive whiteboards, in-room audio and video equipment, and high-speed internet.

To request more information or to book an event, please contact:

Michelle Vezina – Coordinator, Campus Operations

236.521.2424

vaninfo@adler.edu

Meeting Room Rental Rates

Description	Seating Arrangement and Capacity					Price Per Day*
	Classroom	U-Shape	Boardroom	Theatre	Reception	
Classroom 210	18	12	12	20-30	N/A	\$275
Classroom 211	18	14	12	20-30	N/A	\$275
Classroom 214	14-16	10	12	15-20	N/A	\$275
Community Hall	40	24-26	16-20	80	100	\$600

*Alumni/non-profit organizations/community partners may be eligible for a 50% discount

Technology Assistance & Equipment

IT assistance and presenter orientation can be provided Monday-Thursday, 9:00am-6:30pm; Friday/Saturday 9am-4:30pm. IT/AV needs outside of this time frame will need to be discussed with the Operations Department and may result in additional charges.

A/V Equipment

*60" Touch Screen Smart Board

*75" Projector Display (Community Hall only)

Wireless Microphone

Remote Clicker

Photos



Classroom 210



Classroom 211



Classroom 214



Community Hall



Room Rental Policies

- Events must fall within campus hours (M-Thu 9:00am-9:00pm; F-Su 9:00am-4:00pm with 30 minutes allocated before and after for set up and clean up).
 - **Events falling outside of regular business hours (Monday-Friday 9am-5pm) may be required to purchase security coverage at a rate of \$30/hour (min. 4 hours).*
- Full rental fee payment is required upon signing the contract to confirm rental bookings.
- A \$250 damage deposit (payable by cheque) is required for all events. An additional \$250 deposit is required when using classroom technology. Deposits will be returned once a post event inspection has been completed and is considered satisfactory.
- All rooms must be left in a neat and orderly condition. Failure to do so may result in the group being denied future bookings.
- Any outside vendors are required to submit a Certificate of Insurance to the Operations Department.
- Each submitted request to serve alcohol will be discussed and reviewed on a case by case basis. Any alcohol served must be by an industry professional (no self-serve) who possesses a current certification. The Operations Department will request a copy of their certification to have on file before the start of the event. In addition, all events serving alcohol **must** obtain a [Special Event Permit](#).
- Cancellation of reservations must be made at least two full business days in advance or the University reserves the right to apply full charges.
- Adler University reserves the right to cancel a reservation. In this event, reasonable notice will be given.
- Adler University is not responsible for the loss of, or damage to, any equipment or materials owned or rented by an individual, group or organization using its meeting rooms. Any individual, group or organization using the meeting rooms shall be held responsible for any loss or willful or accidental damage to the University building or equipment caused by the group or organization, its members or those attending the event.
- Catering services are the responsibility of the renter. The renter will be responsible for making any arrangements, set up of the consumables and clean up any spoils or left over goods. Catering dishes must be removed from the site the day of the event.

Adler University's preferred caterer is [JustCatering](#).
- All guests must be signed in and the registration list must be provided to the Coordinator of Campus Operations. For larger events, the renter should set up a registration table for this purpose.

Adler University does not necessarily endorse the views of any group renting its rooms.