



Fort St. John Room Usage Policies & Procedures

Classrooms

Available from **8:15 am – 4:30 pm, Monday to Friday**

- Room 115 – 24 students max \$125 per day*
- Room 116 – 16 students max \$125 per day*
- Room 114 – 40 students max \$175 per day*

*Includes 5 carafes of coffee and unlimited tea and water

Catering Services

- Safeway (across parking lot) provides lunch, meat trays & bakery
250-261-5477
- Hounsell Catering – Lunches \$10 – 15 per person (no dessert)
250-787-9859/250-262-6416
- Whole Wheat & Honey café 250-787-9866

Instructors will be responsible for their students.

- Boots: Please have students remove all muddy foot ware.
- Rooms and floors should be clean after use. (Mops and vacuum available if necessary)

Fee For Service

- LCD Projector \$150 per day
- Additional carafe of coffee = \$15 each
- Enform will arrange catering = 10% administration fee
- Custodial services, if circumstances demand

Priority

- Enform courses take first priority
- Partner/Industry Associations
- Space permitting, members of our six governing Associations can request one complimentary room rental per month