



# First Peoples House

## **Booking Procedures: General Information**

Prepared by the Office of Indigenous Academic and Community Engagement



# Teachings

When entering the First Peoples House, do so with respect for the ancestors – the original caretakers of this land – and for each other by upholding the following teachings:

Héʔəkʷ ʔə cə čəlénən łtə

HÁEQ ŁTE OL TFE ČELÁNEN ŁTE

**Remember our ancestors and birthright**

Nəćəmaat kʷəns čeʔi

ČANEUEL OL

**Work together**

Nəwəs šxʷ cən ʔaý šqʷeləqʷən

ÁMEKT TFEN ÍY, ŠKÁLEÇEN

**Bring in your good heart and mind**

Leʔt šxʷ helə ʔə cə məkʷ sčeʔi səʔ

S,HOL ET MEQ EN ENÁ SE SCÁ

**Be prepared for the work to come**

Ləkʷəŋən - top

SENĆOFEN - middle

The University of Victoria acknowledges and respects the Ləkʷəŋən (Songhees and Esquimalt) Peoples on whose territory the university stands, and the Ləkʷəŋən and WSÁNEĆ Peoples whose historical relationships with the land continue to this day.

To learn more about the First Peoples House, visit:  
[uvic.ca/iace](http://uvic.ca/iace)



## Available Spaces

### Booking Procedures

All usage of First Peoples House (FPH) rooms must meet the objectives of Indigenous education and/or Indigenous cultural resurgence.

Following the **Room Usage Guidelines and Checklist of Duties** is a requirement for all room bookings. The FPH Building and Operations Coordinator will provide these documents with all booking confirmations.

**\*\*Please note that all bookings are done on a semester-based system. Courses have priority so classroom availability is limited.**

### How to book

All bookings are done via email. Contact the FPH Building and Operations Coordinator via email: [fph@uvic.ca](mailto:fph@uvic.ca)

Please include the following details in your request:

- Description of the event
- Date
- Start/end time \*set-up & clean-up included
- # of attendees
- Catering (if any)

Only bookings made in advance will be considered.

- Internal booking: 4 weeks in advance
- External booking: at least 6 weeks in advance

All external events (e.g. external to UVic) and events making a profit will be charged a rental fee + \$300 damage deposit and letter of general commercial liability insurance upon signing the rental agreement. Deposits will be returned if there is no damage and clean-up is complete.

### Rental Fees

Ceremonial Hall:

- \$500.00 + tax (half-day)
- \$1000.00 + tax (full-day)

Seminar room 162:

- \$100.00 + tax (half-day)
- \$200.00 + tax (full-day)

Classroom 160:

- \$150.00 + tax (half-day)
- \$300.00 + tax (full-day).

Industrial Kitchen

- Up to \$500.00 + tax \*see Industrial Kitchen policy doc for cost breakdown



**Classroom 160 - Capacity 30**



**Seminar Room 162 - Capacity 12**



**Industrial Kitchen - Capacity 6**



**Ceremonial Hall - Capacity 220**

All requests for the Ceremonial Hall are reviewed by the FPH Building and Operations Coordinator to determine if it meets the overarching room usage guidelines.

## Cultural protocol

If you have questions about cultural protocol for your event and ensuring it is being followed, please contact our Community Engagement Manager at [iacecem@uvic.ca](mailto:iacecem@uvic.ca) 250-472-4125 or the Cultural Protocol Liaison at [iacecpl@uvic.ca](mailto:iacecpl@uvic.ca) 250-472-3821.

### **Request for an Elder**

To request an Elder for your event or for more information about the Elders in Residence, please contact the Cultural Protocol Liaison at [iacecpl@uvic.ca](mailto:iacecpl@uvic.ca) or 250-472-3821.

### **səlx<sup>w</sup>éyn sq<sup>w</sup>é | SELWÁN SKÁL | Elders' Voices**

Elders are the foundation of Indigenous communities and act as the glue that keeps our people together. They are the keepers of sacred stories, songs, language, culture and traditions.

Today at UVic, Elders provide the cultural and spiritual foundation for IACE and help maintain relationships between the office and UVic administration, faculty and staff.

Knowledge and encouragement from Elders informs research protocol, human resources and policy development at UVic. Academic and administrative departments also frequently consult with Elders about important cultural practices.

Most importantly, Elders give vital support to UVic students, staff and faculty members.

### **To learn more**

[www.uvic.ca/iace](http://www.uvic.ca/iace)



## Fees

If there will be food involved and/or a large number of people attending:

- janitorial service charge (\$64.00 + tax/per day)
- waste reduction bin charge (\$50.00 + tax)

The FPH does not offer general event support and is not a conference-style Centre.

Coordinators of events are responsible for their own set-up and clean-up. Janitorial only covers the general maintenance of the FPH.

## Industrial Kitchen

- There is an approval process to access the Industrial kitchen and potential rental charges to book this space.
- If you want to book the Industrial kitchen, please state this in your booking request and clearly state what you will be specifically accessing it for (i.e. full usage vs. just plating food).
- At least one person must have FOODSAFE certification and be present at all times when the kitchen is being used.
- The main event coordinator and caterer are required to participate in an orientation of the Industrial Kitchen.

**\*\*Please note that the FPH does not offer catering services. General policy at UVic is that catering should go through UVic catering services.**

