

POLICY FOR RESERVATIONS AND USE OF MEETING FACILITIES

Policy Statement

It is the policy of The American University in Cairo to assist in the promotion and sponsorship of secular cultural affairs in Egypt through the provision of the university's meeting areas, including events that are defined as classical, folklore, musical or drama productions and/or lectures of broad public interest. For cultural activities, which require a charge, the university shall evaluate each on its individual merits. Commercial activities will not be permitted on the university facilities.

Reason for Policy/Purpose

This policy aims to regulate conference and visitor center venues (CVC) usage for the entire community in a way that serve all sorts of campus-approved activities. External clients are obliged to adhere to this policy in addition to procedures regulation for usage of campus facilities.

Who Approved This Policy

Title: Chief Engineer, Facilities & Operations

Name: Osama Zayed

Title: EVP for Administration & Finance

Name: Brian MacDougall

Who Needs to Know This Policy

All community departments and external clients that may need to benefit from using AUC meeting and conference facilities.

Web Address for this Policy

- Astra System log in site.
<https://www.aaiscloud.com/AmericanUCairo/Portal/GuestPortal.aspx>
- Available meeting facilities on campus
<http://www.aucegypt.edu/about/visitor-information/new-cairo-campus/meeting-facilities>
- Promotional Space Reservation Procedures
<https://documents.aucegypt.edu/docs/Eventsplanning/00413062013%20Meeting%20facilities%20reservation%20policy.pdf>
- Promotional Space Request Form.
<https://forms.aucegypt.edu/cvc/PromotionalSpaceRequest.aspx>

- **EVENTS PLANNING AND EXTERNAL CLIENTS PRICE LIST**
<http://in.aucegypt.edu/about-auc/events-planning-and-management/policies>
- **Maps of Promotional spaces locations**
https://documents.aucegypt.edu/docs/Eventsplanning_contact/Promotional%20Space%20Map%202013.pdf
- **Violations of the Office of University Events Policies and Procedures**
https://documents.aucegypt.edu/docs/Eventsplanning_contact/00119052013%20Violation%20of%20On-campus%20Reservation%20Spaces%20Policies%20and%20Procedures.pdf
- **Late Cancellations and No Show Fees**
<https://documents.aucegypt.edu/docs/Eventsplanning/002-06092012%20OUE%20CVC%20Late%20Cancellations%20and%20No%20Show%20Fees.pdf>

Contacts

Responsible University Official: Sami Abdel Wahab.

Responsible University Office: Facilities and Operations - Support Services Office

If you have any questions on the policy or procedure for [] policy, you may:

1. Call [Samy Abdel Wahab] at [4148] or Support Services Office [4806 – 4824]
2. Send an e-mail to CVC@aucegypt.edu

Definitions

Term (alphabetical order)	Definition as it relates to this policy
CTMS	Classroom Technologies and Media Services.
CVC	Conference and Visitors Center.
F & O	Facilities and Operations department.

Policy/Procedures

1. **First priority** will be given to university-sponsored events of broad appeal, including, but not limited to commencement exercises, English and Arabic public lectures, cultural events, and lectures for alumni relations, academic schools, and student affairs.
2. **Second priority** will be given to non-academic open events sponsored by schools, departments and recognized student groups of AUC, which may not be of broad general appeal.
3. **Third priority** will be given to external groups. A fee will be charged for the rental of AUC facilities and all auxiliary amenities. By providing space, AUC does not necessarily subscribe to or support the philosophy, views, benefits, or action of any event staged by an external group.
4. Reservation of all non-instructional spaces (i.e. spaces on campus designed for purposes other than the delivery of instruction) will be via the Office of Facilities and Operations, Conference and Visitor Center.
5. Management of the event will be the responsibility of the sponsoring office for the event.
6. Offices/departments wishing to reserve any space must complete an on-line request through Astra system. Requests must be made five working days in advance for the main halls, lecture halls and outdoor venues and one working day for the meeting rooms; however, an online reservation request does not confirm a reservation.
7. Requests will automatically go through the necessary departmental approvals before they reach the Office of University Events.
8. Reservations are reviewed and approved in the order they are received and completed within two working days. The final approval is received from the Office of Facilities and Operations.
9. Reservations will be accommodated on the basis of availability and the maximum number of concurrent events that Classroom Technologies and Media Services (CTMS) can support. When needed, outsourcing costs for technical services will be advised to the organizing office. This outsourcing process will need additional approvals by the department head.
10. The Office of Facilities and Operations must be notified a minimum two working days in advance before the event would've occurred if an event is canceled. For no show or late cancellations, the organizing office will be charged a penalty fee.
11. Requests from external groups (third priority reservations) will be managed by the Office of Facilities and Operations.

Forms/Instructions

Astra scheduling system allow users to apply online reservation form for campus meeting facilities, please visit: <https://www.aaiscloud.com/AmericanUCairo/Portal/GuestPortal.aspx>
Members of the AUC community may call support services staff - Ext: 4806 – 4824 for any further assistance.

Related Information

EXTERNAL GROUPS

1. AUC reserves the right to charge fees to and recover costs from external groups that reserve space.
2. A signed contract will be required for all outside groups, as well as a 25 percent deposit. Full payment will be required two weeks before the scheduled event.
3. For academic related events held by external clients, the Office of Facilities and Operations will obtain prior approval from the Office of the Provost before signing a contract.
4. Events involving other Universities' activities should be officially requested by the University Administration. Such requests will be considered only if they do not create a conflict with any of AUC campus events/activities.
5. Promotion on campus for external client events is prohibited.
6. Additional costs incurred by university event support offices during the event (overtime and/or other incremental expenses) will be compensated by the Office of Facilities and Operations from the generated revenue.
7. External clients are allowed to have three booths for Sponsors. If clients wish to have more locations, it will require the reservation of another available venues. This is to help ensure fluency of movement, the safety of participants, and maintaining the best flow of people.
8. To avoid conflicts of interest, school's or university's graduation or such events by similar parties are not allowed on AUC campus.
9. For external clients activates, they should not book any of the university event venues or outdoor venues for more than 3 days. For meeting room, reservations cannot be extended for more than 5 days.
10. External clients for shooting or filming inside campus require prior approval of the Office of Advancement and Communication and F&O. The maximum time limit allowed for such reservations is 5 days, and may begin only after completing all the necessary processes and receiving approval.
11. No tickets sales on campus. For sales of any other items, parties should use the customary AUC process & obtain the approvals needed.

TAXES

Groups requesting reservations are responsible for any taxes.

USE OF NAME AND LOGO OF AUC

The use of the university's name and /or logo is not allowed without receiving written approval from the Office of University Communications.

January, 2017

SPECIAL FACILITIES

Requests for reservations should include any special requirements that will be needed.

SAFETY & SECURITY

Smoking is strictly prohibited in all AUC buildings. Food and beverages are also forbidden in the major halls (Bassily Auditorium, Ewart Memorial Hall and lecture halls). Sponsoring offices, departments and organizations are required through their ushers or other personnel to enforce these regulations. Failure to do so may prevent sponsoring organizations from use of university facilities in the future.

LEGAL RESPONSIBILITIES

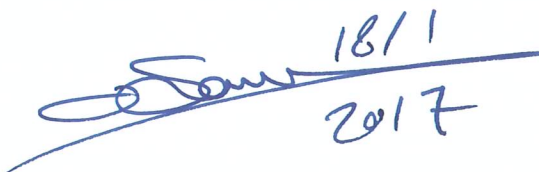
- Insurance/medical liability is the responsibility of the sponsoring office, department or organization to arrange/handle.
- All costs incurred related to the function, as well as any damages, theft, displacement of furniture or other abuse to the space and its contents, are the responsibility of both external and internal clients.
- AUC is not responsible for lost or damaged items.

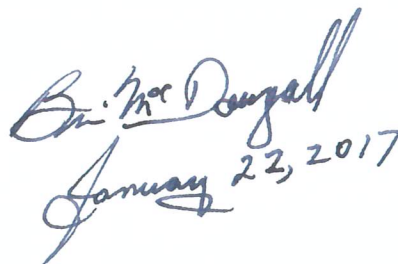
History/Revision Dates

Origination Date: June, 2013

Last Amended Date: January, 2017

Next Review Date: January, 2018

 18/1
2017

 January 23, 2017