



POLICY FOR RESERVATIONS AND USE OF MEETING FACILITIES

It is the policy of The American University in Cairo to participate - through the provision of the university's meeting areas - to assist in the promotion and sponsorship of secular cultural affairs in Egypt, 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.

PRIORITY IN RESERVATIONS

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.

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.

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.

PROCEDURES

1. 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 University Events, Conference and Visitor Center. For a list of available meeting facilities on campus – visit: <http://www.aucegypt.edu/CVC/Pages/MeetingFacilities.aspx>
2. Management of the event will be the responsibility of the sponsoring office for the event.
3. Offices/departments wishing to reserve any space will do so on-line - <http://www.aucegypt.edu/CVC/Res/Pages/home.aspx>. 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.
4. Requests will automatically go through the necessary departmental approvals before they reach the Office of University Events.



5. 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 University Events.
6. 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 and the process will need additional approvals by the department head.
7. The Office of University Events must be notified in advance if an event is canceled a minimum two working days before the event. For no show or late cancellations, the organizing office will be charged a penalty fee – visit:
<http://www.aucegypt.edu/CVC/Documents/OUE%20CVC%20Late%20Cancellations%20and%20No%20Show%20Fees.pdf>
8. Requests from external groups (third priority reservations) will be managed by the Office of University Events, Conference and Visitor Center.

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 University Events, Conference and Visitor Center will obtain prior approval from the Events Advisory Committee before signing a contract.
4. Promotion on campus for external client events is prohibited.
5. Additional costs incurred by university event support offices during the event (overtime and/or other incremental expenses) will be compensated by the Office of University Events from the generated revenue.

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.

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.