

## Violations of the Office of University Events Policies and Procedures

### **First offence:**

A formal communication in writing will be sent to the department director/head or, to the Office of Student Development in case of a student club violation.

### **Second offence:**

A penalty fee will be implemented to the violating department or student club of a minimum amount of EGP 1000, and escalating subject to the severity of the violation. If property damage has occurred it will be subject to the policies and procedures of the university.

### **Third offence:**

A ban of the service will be implemented on the usage of the reservation spaces on campus for an entire semester.

### **Fourth Offence:**

The Office of University Events will submit a formal case to the university cabinet for disciplinary action.