

General Guidelines for Campus Events

- “Stick-on” signs or similar promotional items on the walls may not be used inside the venues or around campus except on designated surfaces -
[http://www.aucegypt.edu/CVC/Documents/Conference_Center-map-14\(2\).pdf](http://www.aucegypt.edu/CVC/Documents/Conference_Center-map-14(2).pdf)

Floor stickers may be used only on the day of the event for directional purposes and need to be removed by the organizer during the tear-down time of the event.

Any violation of the above will be at a charge for the amount of EGP 150 to the concerned department/office.

For more information visit: <http://www.aucegypt.edu/CVC/Pages/Policies.aspx>

- Tripods should not be moved from their positions and used only for event promotion.
- Umbrellas should only be used for shading purposes or protection against rain.
- Internal banners can be suspended in some locations inside the event space; however, this must be done in the safest possible way as approved by the Office of Public Safety and the Office of Maintenance.
- The use of candles indoors is not permitted; for outdoors events, it will be decided on a case-by-case basis in coordination with the Office of Public Safety.
- It is the responsibility of the event organizer to remove all materials brought to a room for an event (for example, posters, hand-outs, flower arrangements etc.). Individuals/groups will be charged for any additional cleaning/waste disposal costs caused by the event.
- No food or beverages are permitted in Bassily Auditorium and lecture halls in AUC New Cairo and Ewart Memorial Hall in AUC Tahrir Square.
- Large-scale events, which may lead to direct costs incurred by support offices, will be evaluated on a case-by-case basis.
- Outdoor Events:
 - Amplified sound in outdoor spaces for events is permitted only if it will not disrupt classroom instruction, use of the library, student residences, performances in the AUC Center for the Arts or the ordinary activities of the University.
 - Any erected structures or items (metal structures for lighting/sound system, tents, booths, carpets, tables, chairs, etc.) should preferably be placed on the tiles and paved areas.

- If placed on the lawns (carpets are prohibited), gravel or sand, they should not exceed 50 kg and should not remain for more 3 hours at any time in order not to destroy the turf or interrupt the natural metabolic process of the plants.
- Any damage to landscape including plants or irrigation equipment (satellite lobes, drippers, laterals and risers) will result in a charge for replacement, repair, and overheads.
- No disturbance of the plants and planted areas. This means no attachments to trees (no signs, ropes, nailing or gluing on the trees). People or vehicles should not enter the planted areas along the pathways and pavements.
- The lawn's irrigation shifts automatically activate daily 8:00 - 10:00 am.
- In coordination with the Landscaping & Irrigation Unit, the Office of University Events will block reservations in lawns during the fertilizing of soil for 2-3 weeks twice yearly.
- No blockage of pedestrian walkways.
- Stage or any other construction works should be carried out under supervision of the Office of Public Safety within the permitted timings of 7:00 am – 12 midnight.
- Tents (if used) must be of fire retardant material.
- The outdoor venue should be reserved if the set-up or tear-down of an event are scheduled on any other day, other than on the day of the event.
- For electrical equipment (if any) there should be a simulation at the assigned location with cables laying and wiring by a minimum of three working days before the event to enable assessment by Public Safety and service providers of the cable length needs.
- Outdoor recreational games are restricted to paved areas and lawns.
- Bartlett Plaza:
 - During the academic year Bartlett Plaza is restricted to academic related booths for student clubs. Any games/selling of food should take place only during assembly hour or be located beyond the arch in the dining hall area or in the University Garden.
 - Large outdoor events in Bartlett Plaza during the academic year are restricted to weekends and public holidays. Setup and tear-down need to take place without disruption to campus activities.
 - Henkel Egypt Platform in Bartlett Plaza can be reserved at all times; however, sound amplification is restricted to assembly hour or after all classes are over and the library has closed.

- Sponsor Booths (restricted to AUC booths):
 - Sponsor booths can be located in the activity/display spaces listed below – reservation of such spaces is mandatory through the Office of University Events central reservation system (cvc@aucegypt.edu).
 - Sponsor booths locations for student activities needs to be coordinated via the Office of Student Development.
- Events in the Sports Complex need to be coordinated through the Office of Athletics - <http://www.aucegypt.edu/students/sports/Pages/Contact.aspx>.

EVENT SPACES

AUC NEW CAIRO

Indoors

Bassily Auditorium
Moataz Al Alfi Hall
CVC Meeting Room P019
Mr. & Mrs. Fathi Q. Samarah Lounge
CVC Meeting Room P022
Mary Cross Lecture Hall
CVC Lecture Hall P007
Mohamed Shafik Gabr Lecture Hall
Welcome Lounge
(First floor, Dr. Hamza Alkholi Information Center)
Waleed Building Room P071

Outdoors

Paul and Charlotte Corddry Park
Allam Amphitheater
Bruce Ludwig Family Square
Bartlett Plaza
Henkel Egypt Platform
University Garden
University Garden Pergola *(across from Administrative Building)*
Arab African International Bank Waterfall *(no sound amplification)*
CVC Foyer
Leheta and El-Farouki Courtyard
(Under orange pergola)
Larry H. Hyde Terrace
(Outside Moataz Al Alfi Hall)
CVC Terrace Garden
(Adjacent to the Larry H. Hyde Terrace)

Activity/Display Space

Bartlett Plaza Recessed Fountain 1 (in front of the Core Curriculum Building)

Bartlett Plaza Recessed Fountain 2 (in front of The SSE Building)

Bartlett Plaza Recessed Fountain 3 (in front of The Caf)

Games Area 1 (behind The Caf)

Games Area 2 (*desert area beyond the Sports Center and Student Residencies*)

Display Space (in front of Pepsi Entrance)

AUC TAHRIR SQUARE

Indoors

Ewart Memorial Hall

Oriental Hall

Future Gallery

Legacy Gallery

Ewart Gallery

Hill House Top Floor 602

Harmon Room

Outdoors

Bartlett Fountain Area

Science Garden

Central Court