



UNIVERSITY COLLEGE CAYMAN ISLANDS

Rental Policy

The following policy items apply to all property and facilities owned and/or operated by the University College of the Cayman Islands (UCCI) and will be referred to herein as “The Facilities”.

I. Policy Statement

Use of the facilities by Academic Units/University Departments, recognized student groups and the general public, may be approved subject to the guidelines established by this policy and other university policies. University use of all facilities shall have absolute preemptive priority over all non-university groups. The University reserves the right to cancel, postpone, or alter arrangements or any event if necessary.

II. GROUP DEFINITIONS

A. Academic Unit/University Department

Any official UCCI department or office

B. Recognized UCCI Student Group

To be considered for group rentals student groups must meet the following criteria:

1. Be a registered student organization or recognized and organized group on campus; and
2. Be free of unresolved issues related to the use of the facilities.

All other student groups may require the review and approval of the Director of Student Life.

C. UCCI Sponsored Groups

Any group not included in A or B above, which UCCI, or one of its departments or offices has chosen to sponsor.

D. General Public

Any group not included in any of the above categories

III. GENERAL RENTAL GUIDELINES

- A. Any event considered by the university's Executive Leadership Team to be harmful to the public image of the university will not be allocated space.
- B. The Facilities Manager reserves the right to determine the potential harm to the facility and may reject a rental request.
- C. The scheduling of events will be based on facility availability and approval by the Vice-President of Business and Finance or his/her designate. There may also be a review by other departments based on the nature and duration of the event.
- D. A completed and signed 'Facilities Use Request Form' is required of all general public rentals.
- E. A completed and signed 'Facilities Scheduling Form' is required of academic/university units and students to reserve a room or athletic facility.
- F. All external event requests will be reviewed by the Executive Leadership team. This review will determine the extent of UCCI's personnel required to safeguard student's safety and interests, and the maintenance of the facilities.
- G. Groups renting a facility will be held financially responsible for any special cleaning, maintenance, or repair resulting from the event or activity.
- H. Groups renting a facility are required to observe all applicable policies of the University College of the Cayman Islands, as well as all Cayman Islands laws.
- I. The University is not responsible for any lost, stolen, or damaged property belonging to the members of rental groups utilizing the facilities.
- J. Serving alcohol at any event is prohibited.
- K. The facilities must have the appropriate contract/use of agreement for each request.

IV. Rental Fees & Associated Charges

Scale of Rental Fees

- | | |
|--|-------------|
| 1. University Department/ Academic Units | No charge* |
| 2. Recognized UCCI Student groups | No charge* |
| 3. UCCI Sponsored group | No charge* |
| 4. General Public/Alumni | Full charge |

**Note: Although university departments/offices and recognized student sponsored groups are not required to pay rental fees, they are required to pay equipment charges should they occur.*

- A. Rental Fees:** The length of the rental period includes preparation, set up, and tear down/clean up times. Classrooms, meeting and conference spaces charges and support staff fees are provided in the Facility Use Request Form.
- B. Event Operation Charges:** In addition to the rental fee, the rental group is responsible for all direct labor costs incurred that are necessary for the proper maintenance of the facility. The number of staff assigned to an event will be determined based on the size and nature of the event. Rental groups will be charged for any special cleaning, maintenance, or repair resulting from the event or activity.
- C. After Hours Charges:** In addition to the rental and event operation fees, any group that schedules an event outside of the facilities regular operating hours must pay the personnel costs incurred in keeping the facility open past its posted hours. After hours charges may be waived on a case-by-case basis for internal and UCCI sponsored groups.
- D. Equipment Charges:** Additional charges will be assessed for any equipment (e.g., PA system, podiums, chairs, and tables).
- E. Deposits**
 - a.** General public will be required to pay a mandatory deposit of 50% of the rental fee at the time of reservation and the full balance before the date of the event. Deposits are non-refundable. The full payment will be refunded if UCCI cancels the event. The balance of fees minus the deposit will be refunded if the event is cancelled by the client.
 - b.** A completed, signed Facilities Scheduling Form is required of academic units, university offices, students, and UCCI sponsored groups to reserve a room. Reservations are not complete until confirmed by the office of the Dean of Administration.
- F. Cancellation Fees:** UCCI reserves the right to cancel a reservation in the event the campus or the event specific building is closed due to weather or other emergency conditions (i.e., loss of power, flooding etc.). If the rental group terminates an agreement less than fourteen (14) days before the event, they will forfeit the mandatory deposit plus any expenses incurred by the facilities in preparation of the anticipated event.

V. Facility Request Process

- A.** Any recognized student group, university departments/academic units or UCCI sponsored group wanting to use University facilities must submit a completed and signed 'Facilities Scheduling Form'. If the event is co-sponsored with an outside group, a completed and signed 'Facilities Use Rental Form' is also required.

- B.** All general public groups must sign and complete a Facilities Use Agreement.
- C.** It is recommended that any party wanting to use a facility should submit their request at least four weeks prior to the event. Requests are typically processed 9 a.m. to 5 p.m., Monday through Friday. Confirmation of the request will be made by the Dean of Administration once it is determined that the facility is available, and the requirements of the event are satisfactory.

VI. Insurance

- A.** Recognized Student Groups: The University reserves the right to require guests and members of recognized student groups to sign a waiver and release of liability from.
- B.** University Departments/Academic Unit: The University reserves the right, based on the nature of the event, to require the University Departments/Academic Units to have any non-employee attending their event to sign a waiver and release of liability from.
- C. General Public:**

The renter shall obtain a policy, or policies, of general insurance that provides coverage for personal injury and property damage in the amount of at least \$1,000,000 for each person and \$2,000,000 total for personal injuries or death suffered by any person or persons arising from the use of the facility or the services provided. The renter shall name the University College of the Cayman Islands as named insured and the renter shall provide notice to the University of proof of insurance in the form of a certificate of insurance at least ten (10) days in advance of the commencing lease term. Failure to obtain a certificate of insurance does not constitute a waiver of such insurance by the University. Failure of a group to provide the university with a certificate of insurance will result in the cancellation of the event and forfeit of deposit.

VII. Food Service

- A.** Rental Groups are not permitted to bring their own food or beverages to any indoor or outdoor facility or activity space without the prior approval of the Dean of Administration.
- B.** This agreement specifically denies any right to User which would be in violation of Cayman Islands laws concerning the sale or service or dispensing of alcohol or alcoholic beverages.

VIII. Vending

Rental groups are not allowed to sell products, or contract with outside vendors to sell products in a university facility without the prior written approval of Marketing and Public Relations Department.

IX. Outdoor Facilities

The University does not guarantee alternate indoor facilities, or rain dates in the event of inclement weather: however, it will make every effort to find space or alternate dates. If the rental group terminates an agreement less than five (5) days before the event, they will forfeit the full 50% mandatory deposit. The rental group will also be responsible for any expenses incurred by the University in preparation of the anticipated event and will be subtracted from the deposit with the balance refunded less university incurred expenses.

X. Signage & Decorations

No signage or decorations are permitted without the prior approval of the Dean of Administration or designee.

XI. Use of Facilities During Business Hours

A. All groups utilizing the University facilities during regular business/class hours must;

1. Ensure activities are not disruptive to regularly scheduled classes or the business of the University
2. Notify the Dean of Administration or designee of any additional demand or strain on parking so that alternatives are given to external visitors
3. Ensure that provisions for additional needs are communicated to Dean of Administration or designee.
4. Ensure that at least one week's written notification is provided to the Dean of Administration or designee prior to the day of event.

B. Any expenses incurred by the University for additional staff time or damages will be charged to the appropriate groups using the space.

Guidelines for Classroom use for Events

The following guidelines apply to any "User" (instructor, department, group, or individual) requesting the use of a University College of the Cayman Islands classroom under the UCCI Facilities Dept.

A. UCCI has sole authority for approving use of the classroom at the time assigned.

1. No other entity may approve use for the days/times of requested use.
2. User may not re-assign approved rental space use to another individual or group without the permission of the Dean of Administration or designee.

- B.** Use is restricted to the stated class/event, in the assigned classroom, on the confirmed days, between the confirmed start and end times.
1. Use on additional days and/or at additional times requires additional approval.
 2. Use of additional classrooms requires additional approval.
 3. UCCI does not schedule or grant approval for use of foyers, hallways, etc. In order to use such spaces, user must obtain permission from the Vice-President of Finance & Administration or designee.
- C.** Users are strongly discouraged from allowing food or drink to be consumed in the classroom.
1. Keeping food out of the classroom provides the following benefits:
 - a. Aids in maintaining the quality of the classroom
 - b. Prevents damage to computers and other equipment
 - c. Deters the proliferation of ants, roaches, rats, and other pests
 - d. Enables others to use classrooms without the inconvenience of lingering food odors
 2. User is responsible to assure that proper cleanup is performed prior to vacating the classroom, in order to leave the room in a condition at least as good as the one in which it was found. This is not the responsibility of the building custodians.
- D.** Users should use the classroom, including its audio/visual equipment and other contents, in a responsible manner.
1. User should not remove chairs from any classroom.
 2. User may rearrange chairs, desks, and tables within a classroom, and should return them to their original positions at the end of use. User should not alter the classroom in any other way.
 3. User should not employ fastening of any type, including tape, screws, and nails, on any surface, and User should not permit the defacing or marring of any surface.
 4. User should notify UCCI's Helpdesk (*345-623-0500*) of issues with audio/visual equipment.
 5. User should notify UCCI Facilities department at *345-623-0505* with issues regarding any

condition which could affect use of the room.

6. User should vacate the rental space on time to enable any subsequent event to begin.

ADDITIONAL INFORMATION:

We want your event to be successful, so we have outlined policies and time frames for ordering and canceling services such as rooms, equipment, catering, and audio-visual services. We may not be able to accommodate requests if not given adequate notice.

We are here to assist you, but it is your responsibility to make sure that these guidelines are followed. Failure to do so could affect your reservation and could result in additional costs or the cancellation of your event.

Please be mindful that the contact information you provided on the reservation request for your event is the information we will use to contact you about your event. It is your responsibility to make sure that any information provided is correct.

1. **Reservation Time Frames** – You must provide the following information in the following time frames:

Minimum Five working days' notice for:

- Room set-up requirements
- Audio-visual requests
- Teleconference arrangements

Minimum 24 hours' notice for:

- Cancellation of audio-visual equipment

2. **Audio/Visual Policies**

- The use of all audio/visual equipment requires a reservation placed five working days in advance of the event date.
- Any equipment required for the event is the responsibility of the renter and not UCCI.
- If there are any special audio/visual requests, these must be made at least two weeks in advance to allow for assessment of capacity and referral to external providers for rental (if needed).
- Fulfilling requests submitted less than 48 hours before your event will depend on equipment and technician availability.

- An AV Technician will be available for setup and training on equipment but will not be available for the entire event to operate equipment unless specifically requested. Costs associated with this request will be reflected in the rental contract.

- Any special circumstances can be discussed with the UCCI Helpdesk at **623-0500**.

3. Billing (if charges are applicable)

- Payment arrangements are required to process reservations with billable charges.
- All invoices must be paid within 15 days of receiving it

4. Cancellations

- Room reservation cancellations should be made at least 24 hours in advance. Failure to notify of event cancellations may result in suspension, or loss of reservation privileges. When this occurs, it will count as a no show against your group/organization

5. No Shows

- To accommodate as many requests for events as possible, we must ask all organizations/groups to honour their reservations. Organizations which fail to use reserved space (without prior written notification) twice within a school year will be unable to reserve a room for ten (10) weeks.

The UCCI Facilities Dept. reserves the right to change and/or cancel a reservation or alter the use of other assigned space with the understanding that, we will make every effort to provide comparable arrangement to the best of our ability.