

The Mico University College



APPLICATION FOR THE USE OF CAMPUS FACILITIES OR GROUNDS

[Please complete this Form and submit to the Office of the VP Administration]

SECTION I – APPLICANT INFORMATION

NAME OF APPLICANT _____
First Name *Last Name* *Middle Name*

ADDRESS _____

E-MAIL ADDRESS _____

CONTACT NUMBERS: _____
Telephone No. (Home) *Telephone No. (Cell)*

NAME OF ORGANIZATION _____

SECTION II – DETAILS OF REQUEST

FACILITY OR AREA OF GROUNDS REQUESTED _____

NUMBER OF PERSONS EXPECTED _____

DATE OF USE _____ TIME OF USE: From _____ To _____
[Please note that you are required to submit this application at least 5 days prior to date requested.]

WILL THE USE BE RECURRING? YES NO

Give details _____

PURPOSE FOR WHICH THE GROUNDS ARE REQUESTED: _____

WILL THERE BE A DISPLAY OR THE ERECTION OF ANY STRUCTURES? YES NO

If "Yes", describe them in detail
(Use additional paper) _____

WILL THERE BE A NEED FOR TABLES AND/OR CHAIRS? YES NO

WILL THERE BE A NEED FOR THE USE OF SOUND EQUIPMENT? YES NO

WILL YOU REQUIRE THE USE OF ANY OF THE INSTITUTION'S EQUIPMENT OR WILL YOU PROVIDE YOUR OWN EQUIPMENT Institution's Equipment My Equipment

If using the Institution's equipment, indicate type of equipment _____

If providing your own equipment, describe equipment
(If providing own equipment, it must meet the standards of the University College, if systems are to integrate) _____

Indicate times at which equipment will be used. _____

IF THERE ARE SPONSORS, NAME THE SPONSOR/S AND GIVE DETAILS AS TO THE TERMS OF THE SPONSORSHIP
(Use additional paper) _____

WILL THERE BE FOOD? YES NO

If "Yes", describe what will be served. _____

The necessary licences for the sale of food are in place YES NO NOT APPLICABLE

WILL THERE BE ALCOHOL? YES NO

WILL CHILDREN (age 0 – 12) BE PARTICIPATING OR ATTENDING? YES NO

If "Yes", will the children be supervised at all times during the event by a parent, guardian, or teacher? YES NO

Depending on the type of event proposed, there may be other forms or steps in addition to this one — and other offices to contact —before the event can be considered for approval. *(Please provide all necessary information)*

IS THE PURPOSE TO GENERATE INCOME (FUNDRAISING)?
(If the Organization is from the University Coll. , the budget shall be attached) YES NO

If "Yes", WHO WILL BE THE BENEFICIARY? _____

INDICATE THE TARGET AMOUNT OF THE FUNDRAISER _____

GIVE DETAILS OF SECURITY ARRANGEMENTS
(Attach approval from the Police as necessary) _____

HEALTH AND SAFETY STANDARDS I agree to remove all trash and other items associated with this event, and to return the grounds including any equipment used to pre-event condition. In the event that I fail to return the grounds/equipment to pre-event conditions, the University College has the right to assess the costs of labour, damages, clean-up and repairs and charge the relevant persons for this expense. For organizations of the University College these costs will be applied to the organization's account. For individual faculty and staff members, the University will provide me an invoice itemizing the amount I owe, and I agree to be personally responsible for the amounts set forth in the invoice. If I fail to pay the invoice within seven (7) days of the University College issuing it to me, I authorize the amount of the invoice to be satisfied by payroll deduction (including a lump sum deduction) and by any other method allowed by law. For persons not connected to the institution, a security fee will be charge upfront, which may be forfeited if the facility is not returned to the pre-event condition.

I confirm that the information given above is factual to the best of my knowledge and belief.

Applicant's signature

Date

SECTION III – FOR OFFICIAL USE ONLY (AUTHORIZATIONS)

FACULTY ADVISOR

Name of Faculty Advisor

Signature Faculty Advisor

Date

AUTHORIZATION FROM THE VP
ADMINISTRATION OR DESIGNEE

Signature VP, Administration

Date

On approval, the information regarding type of function, date and time must be placed on the Notice Board and the information passed to the Telephone Operator and Security at the Gate

MICO:

REGULATIONS GOVERNING THE USE OF THE UNIVESITY COLLEGE’S PROPERTY

1. Injury or Damage

Injury to any individual or damage to any University College property whether inside or outside any of the buildings during or following the event is the responsibility of the host, who will be liable to the injured party and may be billed for the damages. Any property damage is cause for immediate closure of the event.

2. Furniture, Furnishings and Equipment

All furniture, furnishings and equipment belonging to The Mico University College must remain in the building to which it has been assigned. Any furniture that is to be moved must be moved by persons authorized by the institution, or with the permission of the President or the VP, Administration, and must be returned to the original location at the conclusion of the event.

3. Closing Procedures

Closing down means:

- i) no further serving of refreshments;
- ii) reduced sound amplification; and
- iii) admitting no additional guests.

The host shall request invited guests to begin leaving prior to closure time, so as to avoid an abrupt and crowded exiting. Closure of an event shall be pre-determined and shall be by mutual agreement between the University College and the hosts.

4. Host’s Responsibility

The host(s) shall be responsible for the enforcement of all rules and regulations pertaining to the event while the event is in progress. Should an event become threatening to persons or property, the following actions should be used, as listed in the order of preference:

- i) **Host Closing:** When the event host or University College staff decides the event should end, the event chair has primary responsibility for closing the event.
- ii) **University Staff Closing:** When University College staff determines that the event must be closed, but the host is unwilling or unable, the staff member will close the event by advising the guests they must leave.
- iii) **Police Closing:** When the University College staff member determines that the staff cannot, or it would not be prudent to attempt to close the event alone, the staff member shall call the Police for assistance. Once the Police arrives, officers are in charge of closing the event, and the staff member’s role is to explain the circumstances and be supportive to the Police.

5. Additional Security

If the University College determines that security is needed for the event, the sponsoring persons or group must make arrangements for additional security. The sponsoring persons or groups are responsible for costs associated with providing additional security.

6. Halls of Residence

Possession and/or consumption of alcoholic beverages is prohibited in and around the Halls of Residence. The Halls of Residence are governed by the University College’s policies and procedures.

7. Misuse of Alcohol

Misuse of alcohol may result in drunkenness and disturbance and/or the commission of a crime, which often results in injury to oneself or others or damage to property. The University College will not tolerate such behaviour and will hold students, sponsors and organizations responsible when conduct standards are violated.

VIOLATIONS

The University College reserves the right to enforce these regulations by all necessary legal means to ensure compliance. Violations of these regulations may result in removal of the offending party or parties from the campus, as well as, possible loss of further use of campus facilities and grounds and personal liability for any cost incurred by the institution due to the improper use.