

# **THE MICO UNIVERSITY COLLEGE**

## **REGULATIONS GOVERNING THE USE OF THE UNIVERSITY COLLEGE'S FACILITIES**

### **A. GENERAL REGULATIONS FOR USE OF THE UNIVERSITY COLLEGE'S FACILITIES**

The space and facilities of the Mico University College are intended primarily to facilitate teaching, learning and research, and the necessary supporting activities. Therefore the use of the facilities that support programmes sponsored and conducted by University College's academic and administrative departments or organizations affiliated with such departments shall be given priority.

The use of campus space may be permitted for other activities that are intended to serve or benefit the University community; these activities however, must not interfere with the academic climate of the University College. Casual, recreational or social activities may also be permitted in accordance with the priorities of the designated area. **The use of campus facilities for personal gain is not allowed.**

Permission to use campus space and facilities may be granted only by designated University College officials. The use of buildings, grounds and facilities must at all times conform to these regulations and to the laws of Jamaica.

#### **1. PURPOSE**

These regulations shall apply to students, student organizations, staff (academic and administration), staff organizations, campus-affiliated organizations. The regulations shall also apply to other off-campus groups or persons while on the campus grounds, including commercial vendors or solicitors.

The primary objective of these regulations is to provide an educational environment of order, tranquillity, cleanliness and safety. Cooperation and adherence with these regulations will assist in maintaining a pleasant campus environment for students, faculty, staff and visitors to the campus.

#### **2. AUTHORITY**

All policies and regulations are adopted pursuant to the authority of the University College President, who is responsible for the general welfare of the campus. However, the authority to grant permission for the use of campus facilities may be designated to the Vice President with responsibility for Administration or any other Vice President, the Plant Manager or the Director of Alumni and Development.

#### **3. DEFINITIONS**

As used in this regulation, the following definitions apply:

1. Event - A happening at a given time and place
2. Equipment - Any material, tool, physical resource necessary for an operation or activity (includes utensils)

3. Commercial solicitation - Any direct and personal communication in the course of a trade or business reasonably intended to result in a sale.
4. Commercial transaction - The sale or purchase or both by any person in the course of employment in, or in the carrying on of, a trade or business.
5. Sale / Selling/  
Purchasing - An activity creating an obligation to transfer property or services for a valuable consideration.
6. Solicitation - The request or endeavour to persuade or obtain by asking, but does not include “commercial solicitation.”
7. Student Organization - Any organization, approved by the University College, operated by the students and whose membership normally consists only of students.
8. Academic Programme - The area of study, leading to a degree or other certification
9. Academic Organization - Any group within the University College which promote one or more aspects of a given discipline.

#### **4. USE OF THE UNIVERSITY COLLEGE’S BUILDINGS AND GROUNDS**

##### **5.1 Academic Buildings**

- a) Academic buildings are intended for the primary use and benefit of the academic programmes conducted therein. Use of these buildings for academic purposes shall be under the direction and control of the Dean responsible for the respective academic building. Any approved student organization affiliated with and/or sponsored by an academic department may request the use of space in academic building for specific purposes. These purposes may include, but are not limited to, regular meetings of honorary or professional organizations, lectures, seminars, workshops, and special programmes e.g. band functions. The space must be reserved through the Office the VP Administration for the academic building. No recurring space assignment will be made during the examination periods unless special permission from the VP Administration.

Academic use by departments and institutes has priority over other uses. The exterior space immediately adjacent to academic building is also intended for the primary use and benefit of the academic programmes conducted in the academic building, but use shall be managed to avoid scheduling conflicts with other events that may be held on campus.

- b) Student organizations not affiliated with, or sponsored by, academic departments may request the use of space in academic facilities. Permission to use this space will be granted on a limited basis under the following conditions:
  - i) No other suitable space is available
  - ii) The intended use is in keeping with the educational purposes of the University College.
  - iii) The intended use does not conflict with the use by academic programme or academic organizations or uses of a student organization as described in 5.1 (a) above

## **5.2 Athletic Facilities / The Cafeteria**

The Gymnasium, the Football field, the Track Field and the adjacent grounds are primarily used by the University College for its athletic programmes; however, the gymnasium is also used by the University College to house gatherings of its students at assembly etc. The Cafeteria mainly is used by the University College to provide dining facilities for staff and students. The use of these facilities shall be limited to the primary purposes unless otherwise authorized by the VP Administration.

## **5.3 Recreational Facilities**

The student lounges and other recreational facilities are intended primarily for student recreational use. The use of these facilities shall be limited to the primary purposes unless otherwise authorized by the Plant Manager.

## **5.4 Other Campus Grounds Use**

- i) Other campus grounds areas (other than those described above) “the Grounds” are available for Events of the University College academic or administrative Departments, student organizations. Academic use by Departments, Centres and Institutes, have priority.
- ii) Each applicant for an Event on campus must complete a “Use of Campus Facilities/Grounds” (UCF) Form available in the Office of the VP Administration, which must be submitted to that Office at least 5 working days prior to the event.
- iii) If an Event is spontaneous, such that it is occasioned by news or issues coming into public knowledge within the preceding two (2) calendar day, an expedited request for UCF shall be submitted. The University College, if permitting the event, will attempt to accommodate if the event does not interfere with regular academic programme or scheduled events and programmes.
- iv) Permit granting Grounds use shall indicate the area to be used, the date for which the use is approved, the time at which the reservation for the use expires, and any special provision concerning the use of the space.
- v) Once a permit has been issued for the use of the facilities or grounds, the information shall be noted on the approved notice board and shall be passed to the telephone operator and the security company noting the event, the date and time for the event and any special provision, which may be deemed necessary.
- vi) Any person or group holding an Event on the campus grounds must remove all trash and other items associated with the Event (e.g. fencing, tents, etc.) and return the ground to the pre-Event condition by 10:00 a.m. the following day. The University College will assess the costs of returning the grounds to the pre-Event condition (including damages, labour, repairs, replacement etc.) and/or cleanup to those persons or organizations failing to comply with this requirement. The assessment will be applied to a student account, a University account, payroll deduction and any and all other methods allowed by law. Items not removed from the event site by 10:00 a.m. the following will be confiscated by the University College.
- vii) Alcohol use at The Mico University College shall be governed by the regulations in the Students’ Handbook.

## **B. GENERAL REGULATIONS WITH RESPECT TO ACTIVITIES ON THE UNIVERSITY COLLEGE'S GROUNDS**

The use of campus buildings, facilities or grounds for purposes of solicitation, commercial solicitation or transactions, the distribution of pamphlets and circulars, and public meetings, performances, rallies and similar events will have to be approved by the University College President or designee and is contingent upon the agreement of those engaging in such activities to assume responsibility for observing the following university policies:

- i) The activities must conform to the time established in these regulations i.e. Monday through Friday, 8:00 a.m. to 5:00 p.m. (or any other time approved by the University College President or designee).
- ii) The activities must conform to the place established in these regulations (i.e. as approved by the University College President or designee).
- iii) The activities must conform to the manner established in these regulations, i.e. The activities
  - Must be conducted in an orderly and lawful manner;
  - Must not interfere with the instructional programme or operation of the campus;
  - Must not obstruct the free flow of pedestrian and vehicular traffic;
  - Must be carried out without voice amplification or other unduly loud noise, and without provocation, harassment or disturbance of persons in the area.
  - Must be conducted in conformance with all applicable University College policies, and regulations, as well as, the laws of Jamaica;
  - Require prior written authorization to be obtained for the display of any commercial advertising.
- iv) The activities using outdoor displays and booths are subject to review for safety considerations. Dimensions are limited to 6 x 6 feet displays or 10 x 10 feet for booths.
- v) The activities requiring the use of the University College tables and/or chairs shall conform to the following:
  - a) The number of tables and chairs required shall be dependent on the nature of the display. However, where space is limited, only one table, two chairs and table top displays may be used.
  - b) Ensure that any display associated with the table does not create a safety hazard or obstruct the sidewalk
  - c) Have at least one student representative of the sponsoring organization staff the table at all times. In addition, a sign or banner identifying the sponsoring organization must be displayed.

These regulations shall apply to all individuals, groups, associations or businesses including those sponsored by a recognized student organization or a University College academic or administrative department, wishing to post any advertisement or distribute printed materials or who wish to engage in any commercial activity on campus of The University College.

### **2. COMMERCIAL TRANSACTION AND COMMERCIAL SOLICITATION**

Commercial transactions and the display of property or services for sale on campus are prohibited unless proper written authorization has been obtained from the University College President or designee. Persons

or organizations wishing to engage in commercial transactions or to display goods or services for sale on campus grounds may be granted permission to do so if the proposed activity aids achievement of the educational objectives of the campus and is conducted in accordance with the time, place and manner regulations established above, unless such commercial transactions would be in violation of law, then they would not be permitted.

### **3. NON-COMMERCIAL SOLICITATION**

Persons or organizations wishing to engage in non-commercial solicitation on campus may do so subject to the time, place and manner regulations established above. Soliciting in violation of established campus directives and necessary written approvals is prohibited.

Students, faculty and staff are permitted to engage in non-commercial solicitation without a permit for purpose of a) promoting MICO Programme or Service or b) promoting a campus event that has been approved in accordance with The Mico's scheduling of events.

### **4. SELLING OF PUBLISHED MATERIALS**

Except in the case of private sales and commercial transactions, the selling or displaying for sale of any books, newspapers, pamphlets and other published materials shall be permitted on campus provided:

- i) Such published materials are not available for sale at the University Bookstore;
- ii) The selling or display of such published materials is conducted in compliance with the time, place and manner regulations established above;
- iii) The selling of such published materials is conducted by recognized student, faculty or staff organizations;
- iv) The published materials displayed or offered for sale are not in violation of any part of this regulation. Selling or displaying for sale of published materials in violation of the above subsections is prohibited.

### **5. ADVERTISING, PRINTED MATERIALS, AND PUBLICITY**

Advertising or printed material shall not be posted without authorization and only on the authorized notice / bulletin boards. It is strictly prohibited for advertising or printed material to be posted on any utility pole, University College building, curb or tree. In addition there shall be no stakes in any landscaped areas or garden beds to advertise or post notices.

Therefore all advertising or printed material, including pamphlets and circulars shall:

- i) Only be posted on designated bulletin boards in accordance with these regulations. Posting of these materials in any other location inside campus buildings is prohibited.
- ii) Not have any false or misleading information, must not contain any illegal advertisements, must not be obscene, must not be libellous, and must not be directed to and likely to have the effect of inciting or producing imminent lawless action.
- iii) Not be placed on or in any motor vehicle.
- iv) Not be placed on any external wall or fencing without the due permission of the University College President.

- v) Not be placed on or in any tables or structures that would impede pedestrian traffic on public sidewalks. Advertisers must ensure that other individual's right of privacy must be respected and intrusive or harassing conduct, such as accosting individuals, blocking or impeding their passage and similar behaviour is prohibited.
- vi) Be removed by the advertisers and disposed of properly within 24 hours after the publicized event has occurred or the time limits or conditions of the advertisement have expired.
- vii) Not be thrown or placed on the grounds, benches or other non-display areas of the University College to cause littering. Any litter comprised of the material being distributed must be collected and properly disposed of by the person or organization distributing the printed material. Should this not be done, the University College will assess the reasonable costs of clean up and apply the cost to the relevant account.

### **C. USE OF THE UNIVERSITY COLLEGE'S MARKS**

The University College's official institutional names, logos, symbols, images, photographs and other identifying marks are trademarks, service marks, or other forms of intellectual property (collectively, "marks") that are owned by the Board of Directors of the Mico University College on behalf of the University College. The University College therefore forbids any unauthorised use of its "marks". The Registrar as Secretary to the Board of Directors or his designee shall have responsibility for the use of the marks. The Use of the University College's marks are governed in the document titled "Regulations governing the use of the University College's marks".

### **D. FUND RAISING ACTIVITIES BY ORGANIZATIONS ON CAMPUS**

All Fund-raising activities by recognized student, faculty, staff or affiliate organizations, using the University College's facilities or grounds require authorization from the VP Administration. These organizations may be granted use of the university facilities for functions at which admission is charged or donations solicited, when facilities are available, and providing they observe university policies and regulations.

All Fund-raising activities by persons or organizations on campus shall:

- i) Be organized to aid in the achievement of the educational objectives of the institution, where this is not the case, special permission shall be sought from the University College President.
- ii) Compensate the institution at a rate to be determined by the Fundraiser and the Bursary.
- iii) Have all the funds submitted to the Bursary. The Bursary shall establish a special account to accommodate the funds. The Bursary shall pay on behalf of the Fundraiser invoiced amounts for goods, works and/or services; or directly to the Fundraiser where warranted.

All pre-prepared food sales, other food sales and other fundraising activities by a recognized student, faculty or staff organizations shall be subject to regulations by the University College President as to time, place and manner and in accordance with the Food Health and Safety Regulations of Jamaica. Where there is non-compliance the activity shall be terminated and/or restrictions placed on the organization or persons involved.

## 1. PRE-PACKAGED SALES:

Pre-packaged food sales shall include baked goods or any foods not requiring refrigeration or heating. Such items may consist of packaged candy, fresh fruit, and canned soft drink products are also approved with the exception of items that are in violation of any University College contract. Preparation or storage of food in private homes is not permissible.

**TIME:** Monday through Friday, 8 a.m. to 5 p.m. (maximum of 4-hour blocks of time)

**PLACE:** As approved by the University College President or designee.

**MANNER:** Group One Foods

Baked items or other foods not requiring refrigeration or heating which may include packaged candy or chips, uncut fresh fruit and canned soft drinks are also approved. Preparation or storage of food in private homes is not permissible, for the protection of the health and safety of the campus community and guests. Events in this category may occur no more than two (2) in any semester for each group or organization. Where the sale of these foods is recurring and the time allotted shall exceed the approved times special permission shall be required.

## 6.2 OTHER FOOD SALES:

Other food sales include foods requiring heating or refrigeration, such as patties, hamburgers and hot dogs. Preparation or storage of food in private homes is not permissible.

### Group Two Foods

Group Two Foods are those requiring heating or refrigeration. These perishable foods are capable of supporting rapid growth of micro-organisms, which can cause severe illness. Every care must be with respect to storage, preparation and serving of these foods. The distribution (selling or giving) of these foods must be limited to group or organization members and their guests.

### Group Three Foods

Group Three Foods are those prepared on campus requiring heating or refrigeration. These foods are to be distributed or sold over a period not to exceed four (4) hours. The preparation of food for sale should require a Food Handlers Licence.

**TIME:** Monday through Friday, 8 a.m. to 5 p.m. (maximum of 4-hour blocks of time)

**PLACE:** The following areas may be used for the sale of other foods:  
1) The Human Ecology and Hospitality Science Centre

**MANNER:** Only Group Two and Group Three Foods, which do not interfere with classes in session or obstruct the free flow of pedestrian or vehicular traffic, are allowed. Events in this category may occur no more than three (3) days in a 90-day period for each group or organization. Where the sale of these foods is recurring and the time allotted shall exceed the approved times special permission shall be required.

### **6.3 OTHER FUNDRAISING:**

**TIME:** Monday through Friday, 8 a.m. to 5 p.m. (maximum of 4-hour blocks of time)

**PLACE:** The place for hosting the Fund-raising activity shall be dependent on the nature of the activity.

**MANNER:** Occasional sales, which do not interfere with classes in session or obstruct the free flow of pedestrian or vehicular traffic, are allowed with the following provisions:

- i) There will be no sale of publications available in the University Bookstore without permission from the President;
- ii) Organizations may not sell products if such sales would violate any university-approved contracts with vendors.;
- iii) Sales will be conducted by members of the recognized organization that received approval for the activity;
- iv) Events in this category may occur no more than two (2) days in a semester for each group or organization.

### **E. USE OF THE UNIVERSITY FACILITIES AND GROUNDS FOR PROJECTS**

All projects using the University College's facilities and grounds shall be approved by the Executive Management Committee. Organizations, Departments, Faculties shall therefore submit to the Executive Management Committee the relevant Project Proposal to include, but not limited:

- i) Project Name, Project Owner, Duration of project and start date of project
- ii) Background / Statement of Problem
- iii) Objectives
- iv) Methodology
- v) Scope of Works with time lines (as necessary)
- vi) Management Plan
- vii) Budget, Funding if necessary and target for income generation (if applicable).

The Department submitting the project shall be responsible for the management of the project and shall be required to give regular updates to the Executive Management Committee. Where necessary, the Bursary shall have responsibility of tracking the Budget against Implementation and income generation as applicable.

### **F. USE OF THE UNIVERSITY FACILITIES AND GROUNDS BY ORGANIZATIONS OUTSIDE OF THE UNIVERSITY COLLEGE**

Organizations and/or Persons not associated with the University College may use the University Colleges Facilities and/or Grounds in accordance with the Lease Agreement. The Lease must be completed and the deposit paid prior to the event.



## **G. AMPLIFICATION POLICIES**

Sound amplification equipment used on campus may be provided by the institution. Any group wanting to use its own sound amplification system must receive permission. Requests for amplification require approval by the VP Administration.

- i) The use of loudspeakers or any other type of amplified sound or musical instruments on the University grounds is by permission only.
- ii) The use of amplification equipment on campus is subject to the following restrictions:
  - a) The use of amplification equipment or loudspeakers is not permitted in the vicinity of classrooms during regularly scheduled class hours.
  - b) Sound equipment must not disrupt normal functions of the University, including the residence halls, or disturb the surrounding community, or the academic environment. Band functions and/or functions involving the amplification of music are restricted,
  - c) Outdoor concerts or any other outdoor events shall require prior approval. These events shall be held in approved locations as approved.
- iii) The placement of speakers and the volume of the amplified sound shall be regulated either prior to or during the course of all outdoor functions, which utilize amplification equipment.
- iv) Failure of a person or a sponsoring organization to comply with all requirements regarding the use of amplification equipment shall be cause for the immediate termination of the function and will subject the person or organization to appropriate disciplinary actions, including restriction for future use of the facilities or grounds.

## **H. ADDITIONAL REGULATIONS**

### **1. Damage**

Any damage to individuals or The Mico University College property inside or outside the building during or following the event is the responsibility of the host, who may be billed for the damages. Any property damage is cause for immediate closing 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 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) reducing amplification; and
- iii) admitting no additional guests.

The host requests invited guests to begin leaving prior to closure time as to avoid an abrupt and crowded exiting. Other events closings are 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 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.

### **I. VIOLATIONS**

The University 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.

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