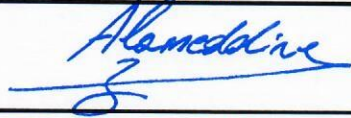
 <p style="text-align: center;"><i>FACILITIES MANAGEMENT DEPARTMENT</i></p> <p style="text-align: center;">Organizing Events</p>	Approved By: Prof. Dr. Bassam Alameddine
	
	Approval Date: June 26, 2022
	No. of Pages: 6

I. Policy

- 1) “*Facility Request Form*” should be completed with all setup details - attached, signed, and submitted at least one week before the event day.
- 2) *No* “*Facility Request Form*” will be acceptable by mail, it should be submitted as hard copy for approval.
- 3) Deposit in the amount of KD300- KD750 shall be finalized by Facilities Department and shall be deposited in cash to the Finance Department at least one day before any installation for the event is conducted. The total/partial deposit amount (if applicable) shall be returned back after the event with the approval of Facilities Management Department.
- 4) No installation shall be allowed without the coordination and supervision of Facilities and IT Departments.
- 5) Some tools/items such as forklift, tables, chairs, additional power extension source will not be provided by the University.
- 6) Keeping the area clean is the responsibility of the Event Organizer(s) and each booth vendor is responsible for cleaning his/her own area.
- 7) GUST will keep a Common trash can in each corner of the building and will take the responsibility of removal of this waste. Each booth should have its own trash can; the booth vendor will be responsible for cleaning, emptying, removing that trash.
- 8) No booth/item/tool should block any Emergency Fire Exit.
- 9) All booth vendors should follow the security car parking rules and regulations.
- 10) No food booths shall be allowed inside any building.
- 11) No kitchen machines allowed to be used inside the campus, all items should be ready-made
- 12) No nailing or sticking on walls, poles, pillars, glasses of the University.

- 13) An electrician will be provided by Facilities Management Department during the event to support technical needs; organizers shall provide total Electric loads for all activities before the event.
- 14) Facilities Management has the right to cancel any event at any time depends on climate condition.
- 15) No steel banners are allowed inside the university.
- 16) If there is any special need for cleaners and security, electricians and consumables for the event, those can be provided upon request and availability at extra charges.
- 17) Deposit amount shall be deducted in the following cases; deduction amount to be determined by the Facilities Management Department:
 - a. Any damages to the assets of the University (e.g. floors, walls, plants, stages, glasses, pillars, roads, mechanical system, etc.).
 - b. Any additional requirement with short notice that has not been discussed or officially requested at least two (2) weeks before the event.
 - c. Not cleaning the whole area and / or not removing all event related material immediately after the event outside the campus. There will be one (1) day allowance for doing so.

II. Application

This policy shall apply to all individuals, clubs, organizations, and companies organizing events regardless of ethnicity, religion, disability, or gender.

III. Related Policies

- All GUST Policies and Procedures

IV. Revision History

Date	Revision	Remarks



EVENT ORGANIZING FORM

Serial #	
Date	

ORGANIZER	Name of Organizer group	Email:
	Representative Name	Tel: 1) 2)

EVENT	Event Name:					
	Event Brief					
	Date:	From		Includes weekend		Location (Related Map on page 2)
		To		Yes	No	
	Time	From				
To						

TYPE	Conference	Seminar	Festival	Workshop	Sports Competition	Music performance	Others
SETUP	# of booths	Size of booth	# of Catering	# of Restaurants (Max. 6)		Others	
AUDIENCE	Target Audience	Students		Faculty/ staff	Others	Expected number	

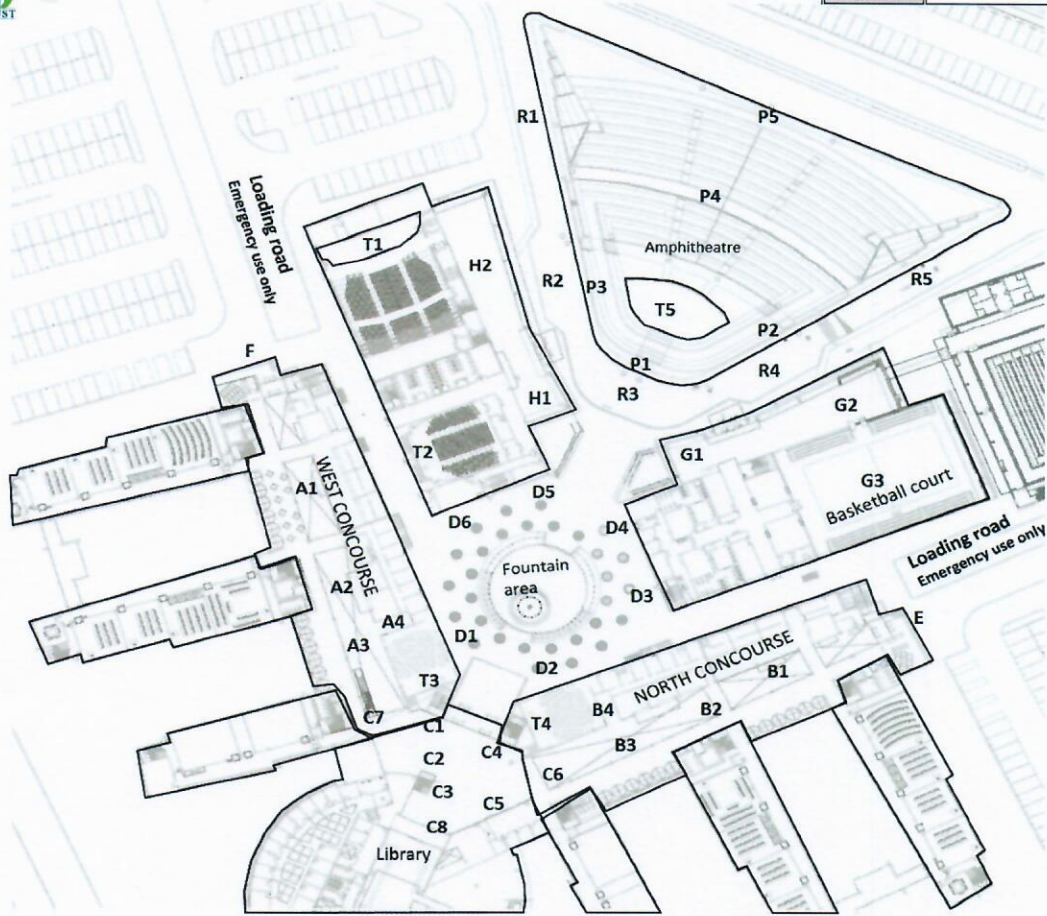
Operational Charges	PAYABLE PACKAGE						FREE PACKAGE	
	1) Tables 7 ->12(2.500 KD) Per day						1) Tables up to 6 No.	
	2) Chairs up to 24 No.(Related to table No.)						2) Chairs up to 12 No.(Related to table No.)	
	3)Toilet Consumables (2.000 KD Per day)Except Seminar (W1-010 & N1-012)						3) Services attendant during working hours.	
	4) IT charges > 4 mics + 1 projector in W6-500 (10 KD) > 4 mics + 2 projectors in W6-500 (15KD) > 4 mics + 1 projector in all the smaller lecture theatres (W6-200, W1-010, N1-012) > 4 mics + 2 projector in all the smaller lecture theatres (W6-200, W1-010, N1-012)							
5)Services attendant after working hours (HR Calculation applicable)								

SUPPORT	IT	support staff		Microphone & Stand	QTY		Internet access	QTY		Plasma screen	QTY
		Projector		Speakers		Labtop		Others			
	FM	Services staff		Workers/ Cleaners		Tables		Sofa			
		Electrician		Tea Boy		Chairs		Boards (White/brown)			
	SECURITY	Security Guards		Gate Access		VIP parking (organizer to send reminder to security) 1 hr before VIP arrival					
	Publicity	Media Invitations		Gust Times Online		GUST Website		Press Release			
		Social Media		Photography		GUST BUZZ		Others			
		Kindly note that press releases requires 10 business days notice and requesting any of the above does not guarantee coverage, the PR Department reserves the right to determine the most appropriate means of publicity and will act in accordance with their departmental policies and procedures.									

DEPOSIT AMOUNT INFO	TO BE FILLED BY GUST CONCERNED PERSONAL ONLY:				DEPOSITOR	Deposit Amount	
	Deposit	Not Required				Signature	
		Required		300		Date	
	Incase of any Structure in W6-500 Stage Deposit will be		500	GUST FINANCE DEPT.	Amount Received		
	EVENT APPROVED BY:		750		Received By		
					Date		



Serial # _____



SET UP DETAILS	Setup Type	Zone	Dimension/Weight / Elec Load
	Lighting system		
	Sound system		
	Wood structure		
	Steel structure		
	Hanged Decoration		
	Booths (Qty)		
	Others		

RESTAURANTS DETAILS		
#	Name	Location
1		
2		
3		
4		
5		
6		

Restaurants have to sign on Restaurants Rules and Regulation form and pay deposit 50 KD

REVIEWED BY: (Signature)	OSL	
	Services	
	Security	
	IT	



Serial #	
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RULES & REGULATIONS FOR ORGANIZING EVENTS

- 1 **Event Organizing Form** must be submitted to the Office of Student Life a **minimum of 1 week before the event.**
- 2 Inappropriate material is not permitted on campus (e.g. abusive or profane language, misconduct, religious offenses, etc.). Any video (DVD) is to be submitted one week in advance for review
- 3 Event organizers will be responsible for any damages, overtime costs for IT, Security and Administration staff in charge during the event. The deposit amount can be deducted by university admins for any of these reasons.
- 4 **Event Organizing Form** should be signed by FM Department before one week at least of the event and return to FM Helpdesk after settling deposit money to Finance Department.
- 5 No installation shall be allowed without the coordination & supervision of Facilities Dept.
- 6 No forklift, tables, chairs, shades, additional power extension source will be provided by the university.
- 7 Keeping the area clean is the responsibility of the event organizers, and each booth is responsible for cleaning their own area.
- 8 GUST will keep a common trash can in each corner of the building and will take responsibility of removal of this waste. Each booth should have their own trash can and trash bag for replacement. And should throw this in the common trash can.
- 9 No booth/ event setup should block any of emergency fire exit.
- 10 All the event organizers/ external vendors should follow the security car parking rules and regulations.
- 11 No food booths shall be allowed indoor of the campus.
- 12 No kitchen machines allowed to be used inside the campus , all items should be ready-made
- 12 No nailing or sticking on walls, poles, pillars, glasses or any asset of the university.
- 13 An electrician will be provided by FM Dept during the event to support technical needs; organizers shall provide total electric loads for all activities before the event.
- 14 No additional activities shall be allowed or supported by the university administration in less than a week notice period.
- 15 Any failure to clean your area or removing event related material immediately outside the campus after the event is finished (24 Hours allowance) will allow the Facilities Department to remove them immediately and deduct charges from the Deposit.
- 16 Any additional requirement/ Setup/ support requests with short notice that has not been discussed, or officially requested one week before the event will cause additional deduction.
- 17 Full amount of damage more than deposit cost should be paid by organizer.
- 18 All energy soft drinks are not allowed in GUST campus at any time.
- 19 All installations will be done between 08:00 AM till 11:00 PM, campus main doors will be closed at 11:00PM exactly.
- 20 Any event will not be allowed to have more than 6 restaurants at the same time.
- 21 Only authorized Audio/Visual personnel are allowed inside the control room of the theatres.
- 22 Operation of the university equipment must be done by an authorized I.T personnel, tampering with university equipment will not be tolerated. Hence; it will be deducted from the deposit if damages or misuse occur.
- 23 Last minute changes during the event will be supported, however the IT department will not be responsible if there are any delays or malfunctions that may occur in the program after the changes have been made.

ORGANIZER'S SIGNATURE	I HEREBY DECLARE THAT I HAVE READ THE RULES & REGULATIONS FOR BOOKING GUST FACILITY				
	Signature:	Date	Setup Details		# of attach pages
			Ye	Yes	
			No	No	

AFTER EVENT INSPECTION	Department	Signature	Comments
	Security		
	Services		
	IT		

DEDUCTION AMOUNT		Amount in KD	Authorized By:
	Overtime		
	Operational Cost (Removal of all related material outside campus)		
	Deduction per Rules & Regulation		

Remaining Balance amount:	
Issued by (Finance Dept.):	

RULES AND REGULATIONS FOR RESTAURANTS



- ✦ **Rules & Regulation Form** should be signed before entering the University for the Event.
 - ✦ **Rules & Regulation Form** copy should be presented to gate Security in order to enter the Campus.
 - ✦ Deposit amount of Fifty Kuwaiti Dinars (50KD) shall be deposited in cash to the University Finance Department **minimum one day** before the Event. The remaining deposit amount will be returned after the operational charge deduction to the restaurant representative after the Facilities Management Department inspection.
 - ✦ Renting Fees per day shall be deposited in cash to the internal student organization financial account at GUST.
 - ✦ Charge fees can be refunded back in case of booking cancellation and after the approval of the OSL.
- No installation shall be allowed without the coordination & supervision of FM Dept. attendant.
 - No forklift, tables, chairs, additional power extension source will be provided by the University, in or outdoor areas.
 - Each restaurant should keep his own area clean at all times.
 - Floor protection beneath the occupied area should be provided by the restaurant.
 - Oil or grease of any kind should not be thrown in the garbage area; every restaurant is responsible to take them out of the University.
 - Each Restaurant should have his own trash can and trash bag for replacement. And should throw it in the common trash can behind Tennis Court.
 - No restaurant should block any Emergency Fire Exit.
 - No food booths shall be allowed indoor.
 - No nailing or sticking on walls, poles, pillars, glasses of the University.
 - Restaurant representative should provide total Electric loads before the event to FM Dept. electrician if applicable.
 - Selling energy drinks, cigarettes and all forms of E-cigarettes is prohibited on campus grounds.

Deposit **amounted Fifty Kuwaiti Dinar (50KD)** or above can be deducted by the University's Administration for the following reasons:

- ✦ Any damages to the assets of the University (example: flooring, walls, plants, stages, glasses, pillars, and roads, any of its mechanical system).
- ✦ **An amount of (KD 7.5/-) per day will be deducted as an operational charge.**
- ✦ Cleaning your area and removing event related stuff, immediately after the event is finished. (1-day allowance).
- ✦ Any other reason as per university admin evaluation.

For further requirement please contact FM Helpdesk 25307900

Name of Restaurant:	Deposit Amount:	Bijan Mohammadi Approval:
Name of Event: From: / / To: / /	Name of Event organizer from GUST:	
I HEREBY DECLARE THAT I HAVE READ GUST RULES & REGULATIONS FOR RESTAURANTS.		
Signature:	Date:	

Finance Dept.:

Deposit Received:	Date:
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