



University of the Virgin Islands

FACILITY RENTAL RESERVATION FORM

The reservations and arrangements for the use of the University of the Virgin Islands appurtenant facilities must be made through the Office of Business and Fiscal Affairs. No reservation is confirmed until this form is completed (with payment) and the approval is given. Any questions should be directed to the Office of Business and Fiscal Affairs, 340.693.1259 or 340.693.1140.

PLEASE READ THE "FACILITIES USE GUIDELINES" ON PAGES 2 & 3 BEFORE COMPLETING FORM

Name of Event: _____

Description of Event: _____

What type of Musical Entertainment? _____

Sponsoring Organization(s): _____

Address: _____ Phone: _____

Contact Person(s): _____

Space Requested: _____

Day & Date of Event: _____ Anticipated Attendance: _____

Actual Event Time: From/To a.m. /p.m. _____

Equipment Needed: Yes ___ (If yes, please complete Appendix A to provide details) No ___

Will food be served? ___ If yes, describe (i.e., hors d'oeuvres, dinner, etc.) _____

Will beverages/Food be sold? If so, proposed amount _____

Will alcohol be served? ___ (University approval required. Restricted to beer and wine)

Will an admission fee be charged? If so, proposed amount \$ _____

Organization Responsible for Payment: _____

Fee for use of facilities: _____ Deposit: _____

(Completed by the University)



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Please note the following University regulations:

PARKING: Due to limited parking at the ACC building, participants of the meeting are required to park at the Sports & Fitness Center. Only a few participants can park at the ACC building in the visitor's area (yellow) which is the rows of parking spaces on the eastern side facing airport and the open parking on south side of the parking lot. Participants are not allowed to park in the green areas because those spaces are for employees only. Shuttle service will be provided from the Sport & Fitness Center to the ACC building. (*Shuttle fees apply*)

Once the training is over the shuttle will take the participants back to the Sports & Fitness Center. Should someone need to leave before the meetings ends, they can inform whoever is at the ACC front desk or the Office of Business and Fiscal Affairs and the shuttle will be called.

REFRESHMENTS: are allowed in any room having carpet on the floor, however there will be a clean-up fee assessed. In the case of the ACC building, catered food will be set-up in the vending machine room unless permission is granted to set-up in the conference room.

CATERING SERVICES: are outsourced by the University. Before an outside caterer may be used for each individual event, the University's Food Services vendor must be contacted at least two weeks prior to the event and the vendor must indicate refusal of request before an outside caterer may be allowed to provide services on the University premises.

FURNITURE: may NOT be moved into or out of any room, balcony, or other area. If additional furniture is needed for your activity, please advise the Reservation Office ahead of time. If you would like to rearrange the furniture in a room, you may do so as long as the furniture is returned to its original arrangement by you after your activity.

SIGNS, POSTERS, or MATERIALS of any kind may not be attached to the walls, windows, or outdoor wooden columns. The University's windows are treated with solar film which would be destroyed by tape applied to it. The use of candles, lighter fluids, matches or incendiary device may not be used in University facilities.

PREACHING or PROSELYTIZING: Religious organizations agreeing to use facility understands that the facilities would be used solely for instructional purposes. No preaching or proselytizing is permitted.



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COVID-19 VACCINE REQUIREMENT: Effective immediately ALL participants and attendees attending events/meetings at the University facilities **MUST** be fully vaccinated (one shot Johnson & Johnson, two shot Moderna or Pfizer). **NO** participant and or attendee will be allowed to attend any event/meeting unless they are fully vaccinated. By signing below, you as the organizer of the event are acknowledging that you fully understand the University's mandate and you also certify that all participants and attendees are fully vaccinated. **NO EXCEPTIONS!**

Verified & Certified By: _____
Print Name

Signature

Date: _____



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FACILITY USE AGREEMENT

The following are the conditions upon which the University of the Virgin Islands grants permission to the undersigned organization for use of the grounds or facilities.

1. **HOLD HARMLESS AGREEMENT** - The undersigned organization(s) HEREBY VOLUNTARILY AGREE TO RELEASE, WAIVE, DISCHARGE AND HOLD HARMLESS the University of the Virgin Islands, its trustees, officers, instructors, agents, representatives, staff, employees and other members whose property is used to conduct activities, FROM ANY AND ALL CLAIMS, ACTIONS OR LOSSES with respect to any and all injury, disability, wrongful death, loss or damage to persons or property, or otherwise, which may arise out of my use and/or participation in activities and its equipment, WHETHER CAUSED BY THE NEGLIGENCE OF THE RELEASES OR OTHERWISE.

It is understood and agreed that this Release of Liability covers each and every activity, including those in which one participates hereafter at the University of the Virgin Islands. BY SIGNING THIS FACILITIES USE AGREEMENT, THE ORGANIZATION^ AGREES THAT IT IS ITS INTENTION TO EXEMPT AND RELIEVE the University of the Virgin Islands, its trustees, officers, instructors, agents, representatives, staff, employees and members from LIABILITY FOR PERSONAL INJURY, PROPERTY DAMAGE OR WRONGFUL DEATH CAUSED BY NEGLIGENCE OR ANY OTHER CAUSE. The organization(s) further states that the undersigned is of lawful age and legally competent to sign this facilities release agreement; that the individual understands the terms herein are contractual and not a mere recital; and that the document was signed by their own free act and volition. THE ORGANIZATION(S) FURTHER STATE AND ACKNOWLEDGE THAT THE UNDERSIGNED HAVE FULLY INFORMED THEMSELVES OF THE CONTENTS OF THIS FACILITIES USE AGREEMENT BY READING IT BEFORE SIGNING IT..

2. **INSURANCE** - Prior to any activity taking place, the organization shall submit to the University a certificate of insurance showing a minimum of \$1,000,000.00 general bodily injury and property damage liability insurance coverage for the organization with the University of the Virgin Islands named specifically as an additional insured. The certificate of insurance is not applicable when the use of classrooms is being requested.
3. **CONDUCT** - Permission to use University facilities is contingent upon adherence to University standards of conduct and policies. Prohibited conduct includes but is not limited to:
 - > Possession, use of, or, traffic in narcotics and /or other controlled substances, including marijuana and hallucinogens. Alcoholic beverages, with the exception of beer, are prohibited on campus. Beer allowed only in areas designated by the University. Drunkenness and /or disorderly behavior are prohibited.
 - > Vandalism (damage to personal or University property) including destruction of University buildings and equipment
 - > Behavior which endangers the safety of others, including the possession of firearms, dangerous explosives, dangerous weapons, hazardous chemicals and the like.
 - > Preaching or proselytizing is prohibited
 - > Refusal to cooperate with any properly identified University administration or staff personnel while the personnel are in the performance of their duties.
 - > Gambling on campus.
 - > Practicing discrimination because of race, color, creed or sex.
 - > Violating local or federal laws.
 - > No Solicitation
 - > No Smoking within 20 feet of any place providing service to the public, whether those places are in an enclosed area or outside - and whether money is exchanged for services or not

In addition to #3 conditions, users of Brewer's Bay must adhere to the following:

- a. No bottles are allowed and all beer soft drinks, etc. must be served in cans or paper/plastic cups.
- b. Music provided by all amplified component systems must not be too loud and speakers must be turned to the North or West.
- c. All activities on the beach must terminate by 6:00 p.m.
- d. No vehicles are allowed on the beach
- e. No generators allowed on the beach



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- 4. **GROUNDSKEEPING** - University grounds will be maintained according to normal schedules. No special mowing, cleaning or other services can be provided. No outside contractor or equipment may be brought to the University campus without prior permission from the Reservation office. The organization receiving authorization to conduct an activity will be expected to remove all litter and trash caused by the activity. A refundable damage/cleaning deposit is required of all users. Fees are determined based on the nature of the activity and size of the group.
- 5. **UTILITIES** - The University cannot provide electricity, potable water or waste disposal services other than those services which are available in existing University facilities.
- 6. **LOSS OR DAMAGE TO PROPERTY** - By signature to this document the organization certifies that the organization absolves the University of the Virgin Islands and its staff and students of any responsibility for the possible theft, loss, or damage of any sort to any property brought to the University campus by the organizations.
- 7. **ADMISSION FEES AND CONCESSIONS** - The organization may charge admission to its activities, but in doing so may not impede the regular flow of traffic on and off campus and may not solicit fees or donation from campus visitors who may not be attending the organization's activities. The fee schedule must be submitted along with the facilities reservation form. Any changes in proposed fees must be presented to the University at least 24 hours or the last working day prior to the event.

Beer and other refreshments may be sold during the organization's activity only in areas designated by the University. No alcoholic beverage other than beer is allowed on campus either for private consumption or for sale.

- 8. **CONSTRUCTION** - No shelter, structure, banner or sign, whether temporary or permanent, shall be erected by the organization without prior permission from the Reservations Office.
- 9. **FEES FOR USE OF FACILITIES** - The fee specified hereunder is payable to the University for each occurrence of activity for which authorization is granted.
- 10. **TERM OF AGREEMENT AND CANCELLATION** - Permission for use of University facilities is granted for the period specified hereunder. Renewal after this period will be contingent upon mutual agreement between the organization and the University.
- 11. **CANCELLATION** of permission to use University facilities will be caused whether by violation of the University policies and condition as described herein, or by written notice of cancellation by the University.
- 12. **ACCEPTANCE** - All terms and conditions as described in this Agreement are herewith accepted.

NAME OF PERSON COMPLETING THIS FORM (PRINTED)

NAME OF ORGANIZATION

SIGNATURE OF PERSON COMPLETING THIS FORM*

DATE

NAME AND SIGNATURE OF CO-SPONSOR (IF APPLICABLE)

NAME OF ORGANIZATION

Official University Use Only:
Facility Use:

APPROVED NOT APPROVED

Fee(s) Deposit

Approved By: _____

Date: _____