



THE UNIVERSITY OF THE WEST INDIES MONA CAMPUS



REX NETTLEFORD HALL

Mona, Kingston 7
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Contract for Use of Multi-Purpose Room

Cluster _____ Activity _____

Date _____ Time _____ Venue _____

SECTION A

This is a binding Contract for service between the Rex Nettleford Hall and Cluster _____ regarding the use of the _____ on _____, 2017. The event will commence at _____ A.M./P.M. and end at _____ A.M./P.M. A total of _____ persons are expected to attend the event.

Upon the request of the Cluster, the Hall will provide the following items: chairs, tables, minimum linen, PA System.

SECTION B

The terms governing the use of the facilities are as follows:

- I. Requests for use of the facilities are to be submitted at least four days prior to the event.
- II. The provision of items will be informed by the completed checklist in Section C of this document.
- III. Where requested items are unavailable, the Hall will inform the Cluster within 1-2 days of submission of the request.
- IV. The time indicated for the duration of the event will be determined through mutual agreement between the Student Services and Development Manager (SSDM) or her representative upon consultation with the Operations Manager.
- V. Decisions regarding the duration of the event will be determined by:
 - the information provided to the SSDM and Operations Manager regarding the nature of the event.
 - the number of competing events for which the space is to be made available.
 - the day and start time of the event.
- VI. The event will not extend beyond the time agreed to in the contract.
- VII. A grace period of 15 minutes will be allowed for the extension of the event, subject to the discretion of the SSDM or her representative and/or the Operations Manager.
- VIII. The Cluster is responsible for mounting all decorations and paraphernalia relating to the event.

- IX. The mounting of decorations or paraphernalia which will be permanently fixed or damage or deface the property in any way is strictly prohibited. (**None must be placed on walls or Doors**)
- X. The Operations Supervisor will set up the PA System provided there is no one on the Cluster with said expertise.
- XI. The Cluster is responsible for arranging the furniture requested. **The Room will be available one hour and a half before the start of the event to facilitate setting up!!!**
- XII. The Cluster will pay for any damages or loss to property or equipment.
- XIII. Damage to property and/or equipment must be formally reported to the Administrative Office, no later than – (a) the morning of the day following the event for evening events and (b) within 1 hour of the event following morning events.
- XIV. Failure to honour clause XIII will result in sanctions being applied.
- XV. There will be no sale of liquor, smoking and or use of expletives. Music if being played must be in keeping with decency and decorum.
- XVI. The Cluster must remove all paraphernalia mounted in relation to the event and clean up the space immediately following the event. Chairs are to be stacked and placed against the wall, tables folded and placed against wall, linen to be folded and placed and returned to the Operations Supervisor.
- XVII. Where a Cluster fails to honour clause XVI, the Cluster will be fined.

SECTION C

Please place a tick in the box beside all that apply below.

The Cluster requests the following:

P.A. System Tables(Quantity_____) Chairs(Quantity_____)

The Cluster will require assistance in setting up the P.A. System Yes No

NB Any item not listed here is not available for use!!!!

Date _____

Date _____

Witnessed By _____
(Hall Administrative Representative)

Signed By _____
(Cluster Representative)

Signature _____

Signature _____