



FACILITY RENTAL RESERVATION FORM

Space(s) Requested:
- John Brewers Bay Beach
- LaVerne E. Ragster - ACC 1st Floor Conference Room
- Other: _____

Reservations and arrangements for the use of the University of the Virgin Islands facilities must be made through the Office of Business and Fiscal Affairs. Reservation is confirmed when this form is completed (with payment) and approval is given. Direct all inquiries 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): _____

Email: _____

Day & Date of Event: _____ Anticipated Attendance: _____

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

Equipment Needed: Yes _____ 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: _____

Special arrangements/Set-up Needs: _____



Facility Use Fee: _____ Deposit: _____
(Completed by the University)



University of the Virgin Islands

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.



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 TAHAH 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 ORGANIZATIONS) 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

