

# PUBLIC FUNCTIONS POLICY

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(To download this policy in Word format, [click here](#))  
For any comments, feedback, or query, please contact: [policies@aub.edu.lb](mailto:policies@aub.edu.lb).  
Last updated on: July 6, 2005

## **Section 1 - Policy**

The scheduling of university facilities shall give priority to university programs and functions. Authorization is required for the use of any university premise or facility (hereinunder referred to as "facilities") for public functions, whether open, by invitation, or by paid admission.

1. Any activity involving non-AUB participants must be cleared through the Director of Information and Public Relations (DIPR) before authorization may be given.
2. Authorization forms and contracts must be signed by the involved parties.
3. Only performances and events (films, plays, songs, music, etc.) which are permitted by the laws of Lebanon will be authorized.

Members of the AUB community may be invited to participate in events sponsored by off-campus groups. The University encourages participation in gatherings and events with a clear academic or public service purpose. Unless specifically authorized by a dean, vice president, or the Board of Deans, such participation must be in the person's personal capacity, and not as an official representative of, or spokesperson for AUB.

As a condition for approval, the University may impose safety, security, and liability requirements consistent with the use to be made of the facility or area.

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## **Section 2 - Procedures**

### **1. University Functions (as defined in [Appendix I](#))**

The DIPR makes the necessary reservations for all university functions.

### **2. Faculty or Departmental Events (as defined in [Appendix I](#))**

For internal activities which have been approved by the concerned academic dean or director, reservations should normally be made with the DIPR not less than two weeks ahead of the time the activity is to be held.

### **3. Student Clubs and Other Activities (as defined in [Appendix I](#))**

Student activities must first be approved by the concerned club faculty advisor, departmental chairperson, or head resident. In addition, approval for holding an activity should be secured from the dean of student affairs before authorization for the use of the facilities may be given and the reservation is recorded by the DIPR. Applications for using university facilities should normally be sent to the dean of student affairs not less than two weeks ahead of the time the activity is to be held.

### **4. Non-AUB Activities**

Approval for the use of AUB facilities by groups from outside AUB should be secured through the DIPR before authorization for use of the facilities may be given. Requests for using university facilities should normally be submitted to the DIPR not less than four weeks prior to the date the activity is to be held. The DIPR may refer the requests to the Board of Deans or to the president for review.

### **5. Disciplinary Actions**

Faculty, students, and all other personnel who intentionally act to impair, interfere with, or obstruct the orderly conduct and processes of any public function held on university facilities shall be subject to appropriate disciplinary action by university authorities.

### **6. EHSRM Role**

The intent of this procedure is to ensure that university events and public functions are carried out in a safe and successful manner. The purpose of EHSRM is to help organizers of events/public functions carry out the activity in a safe way and not to prevent or hinder such events/public functions. In order to facilitate the execution, allow quick approvals when needed, and avoid surprises and last minute changes, it is important to coordinate with EHSRM in the early planning stages of each function requiring coordination/approval. If in doubt, organizers must establish if an activity requires EHSRM coordination/approval. This involves a short telephone consultation which may save a lot of time and will shortcut formalities. Early coordination will allow for discussions, explanations, and agreement on safety requirements. This will ease and shorten the approval process when needed. To avoid misunderstandings, all EHSRM approvals are only given by signature and in written form and are intended to reduce the risk of injuries and liabilities to all concerned. Failure to coordinate with and receive

approval of EHSRM may subject the organizers and the University to liabilities. Please see the [Environmental Health, Safety, and Risk Management Policy](#).

Games and activities during any event should not have any potential for injuring people. Dangerous and hazardous activities are excluded from any insurance coverage such as treatment of injuries and sickness consequent to the participation of the insured, either as an amateur or professional, in hazardous sports. Hazardous sports include, but are not limited to, motor or motorcycling race, deep sea diving, scuba diving, snorkeling, parachuting, hand gliding, delta plane, etc. EHSRM shall review such activities on a case by case basis.

All activity organizers shall:

- a. Inform EHSRM ahead of time of any activity by at least two weeks.
- b. Send EHSRM a listing of games or activities that will be carried out during the event.
- c. Send EHSRM a list of the food providers who will be serving food and the types of foods to be served.
- d. The number of persons who will be present at the activity.

EHSRM may require participants to sign declaration and release forms and/or make provisions for personal adequate insurance coverage including medical insurance in some instances when the nature of the activity is inherently risky, even after plans have been made to minimize that risk.

For more information, please call EHSRM at extension 2360.

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# APPENDIX I

## CLASSIFICATION OF ON-CAMPUS ACTIVITIES

(To download this appendix in Word format, [click here](#))

The role of EHSRM is to help organizers of events execute their activities in a safe way. The following procedure is set so that EHSRM becomes involved when there are safety concerns in an event. In such cases, early involvement of EHSRM should facilitate the execution of the event and will shorten the approval process when needed.

Some events/public functions may need to be coordinated with or approved by the Protection Office in order to assure security and reduce risks and liabilities.

Following is the role of EHSRM for some selected events/public functions: “P” stands for planning/participation; “C” stands for checking; and “A” stands for approval.

### **1. University Functions P + C**

- a. Opening ceremony
- b. Founders' Day
- c. Commencement/Graduation
- d. Inaugurations
- e. Special events:
  - i. Ground-breaking and cornerstone laying
  - ii. Dedications
  - iii. Memorials
  - iv. Institutional anniversaries
- f. Job fair
- g. Folk dance festival

### **2. Faculty or Departmental Events C**

- a. Conferences
- b. Lectures
- c. Exhibitions
- d. Seminars

### **3. Student-Club Activities P + A + C**

University-wide clubs whose membership is registered at the dean of student affairs office:

- a. Artistic: play, show, concert
- b. Social: reception, dinner, dance
- c. Cultural: exhibition, lecture, debate

- d. Civic: Red Cross activities, social service activities

**4. Other Student Activities**

**P + A + C**

Departmental student societies or clubs; residents of the various residence halls; varsity and other athletic teams:

- a. Artistic
- b. Civic
- c. Cultural
- d. Sports
- e. Social

**5. Non-AUB (Restricted)**

- |  |                  |
|--|------------------|
| a. Artistic: play, show, concert       | <b>P + A + C</b> |
| b. Cultural: exhibition                | <b>P + A + C</b> |
| c. Athletic: sports                    | <b>P + A + C</b> |
| d. Conference: scientific, educational | <b>C</b>         |
| e. Ceremonies                          | <b>C</b>         |
| f. Public figures                      | <b>C</b>         |

**6. Non-AUB (General)**

**P + A + C**

Conferences: scientific, educational, political, religious.

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## **APPENDIX II**

### **RESTRICTED USE OF ASSEMBLY HALL**

(To download this appendix in Word format, [click here](#))

The Assembly Hall can only be used for the following types of activities and events. Following is the role of EHSRM for some selected events/public functions: “P” stands for planning/participation; “C” stands for checking; and “A” stands for approval.

- |   |   |                  |
|---|---|------------------|
| <b>1. University Functions</b>                    |   | <b>P + C</b>     |
|   | a. Opening ceremony<br>b. Graduations<br>c. Founders' Day ceremony<br>d. Inaugurations<br>e. Cultural events, recitals<br>f. Lectures |                  |
| <b>2. Faculty or Departmental Events</b>          |   | <b>C</b>         |
|   | Selected lectures, memorials for members of the AUB community   |                  |
| <b>3. Student Activities</b>                      |   | <b>P + A + C</b> |
|   | Concerts and other cultural events  |                  |
| <b>4. AUB Co-Sponsored and/or Approved Events</b> |   | <b>P + A + C</b> |
|   | Concerts and other cultural events  |                  |

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**APPENDIX III**

**FOOD EVENTS GUIDELINES/REQUIREMENTS**

1. EHSRM will provide a list of food safety requirements.
2. A list of the sponsors or suppliers of the food and the food items to be served or sold in the event should be provided to the EHSRM. Food suppliers should be willing to provide third party food poisoning insurance coverage.
3. Food items prepackaged by manufacturers and still within their spoilage date may be except, however, consultation with EHSRM is required.
4. Food must be prepared in a kitchen inspected and approved by EHSRM. The decision on health requirements will be left up to the center.
5. Food prepared in home kitchens is not allowed in public events.

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## **APPENDIX IV LIFE SAFETY GUIDELINES FOR PUBLIC EVENTS**

### **Crowd Management**

1. Ushers shall be appointed to help manage the crowd, where needed.
2. Seating arrangement in graduation ceremonies, concerts, etc., shall be reviewed by EHSRM.
3. Handicap access shall be provided, where required.
4. Adequate number of exits shall be provided (consult with EHSRM if 50 or more people are involved).
5. Exit doors shall not be obstructed or reduced in width.
6. Egress pathways or corridors shall not be obstructed or reduced in width.
7. Exit signs shall not be blocked.

### **Smoking**

The [University's Smoking Policy](#) shall be observed.

### **Heat Sources**

1. Use of fireworks shall be subject to the approval and supervision of EHSRM.
2. Open flame use such as burners, candles, etc., shall be subject to the approval and supervision of EHSRM.
3. Hot plates and other heat producing appliances shall be placed on hard non-combustible surfaces.

### **Portable Fire Extinguishers**

Adequate number and appropriate types of portable fire extinguishers shall be distributed in accordance with EHSRM instructions. It might be necessary to train some designated persons on the proper use of these extinguishers in case of fire, prior to holding the planned event.

## **Combustible Constructions**

Having sources of heat (i.e., open flame, burning coal, excessive lighting, etc.) in tents constructed mainly of cloth or other light combustible material shall be prohibited.

## **Flammable Liquids**

Flammable liquid use shall be prohibited in public events.

## **Electrical Installation/Equipment Use**

1. All electrical installations shall be done and/or approved by Physical Plant.
2. Only approved extension cords shall be allowed.
3. Overloading of extension cords, electrical outlets, or electrical cables shall be prohibited.
4. Electrical cables crossing pedestrians' passageways shall be installed either above pedestrians, or shall be taped firmly to the ground to prevent tripping accidents.
5. Electrical cables crossing passageways that are subject to heavy pedestrian traffic, vehicles, carts, etc., shall be protected by metal or heavy duty plastic trucks against mechanical damage.
6. Special measures shall be taken with outdoor electrical installations that are subject to water/rain.
7. Use of frayed or spliced wires shall be prohibited.
8. It is prohibited to use electrical tape for connecting electrical wires/cables.
9. All electrical wires/cables inserted in electrical outlets shall be equipped with properly installed electrical plugs.
10. Halogen lamps shall be located away from combustible material.

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## APPENDIX V SOUND GUIDELINES

(To download this appendix in Word format, [click here](#))

1. All public activities that involve sound shall be reviewed, approved, and monitored by EHSRM.
2. All public activities that involve sound generation such as outdoors, concerts, plays, and other activities shall abide by the City of Beirut Sound Ordinance (see below).
3. In order to facilitate compliance with the City of Beirut Sound Ordinance, the requirements of EHSRM regarding number and size, distribution and direction of speakers and volume of sound systems shall be complied with.

٢- الحد الأقصى المسموح به لشدة الضوضاء في المناطق المختلفة

الحد المسموح به لشدة الصوت ديسيبل (أ)			نوع المنطقة
ليلا	مساء	نهارا	
من الى	من الى	من الى	
٥٥ _ ٥٤	٦٠ _ ٥٠	٦٥ _ ٥٥	المنطقة للتجارية والإدارية ووسط المدينة
٥٠ _ ٤٠	٥٥ _ ٤٥	٦٠ _ ٥٠	المناطق السكنية وبها بعض الورش او لاعمال التجارية او على طريق عام
٤٥ _ ٣٥	٥٠ _ ٤٠	٥٥ _ ٤٥	المناطق السكنية في المدينة
٤٠ _ ٣٠	٤٥ _ ٣٥	٥٠ _ ٤٠	الضواحي السكنية مع وجود حركة ضعيفة
٣٥ _ ٢٥	٤٠ _ ٣٠	٤٥ _ ٣٥	المناطق السكنية الريفية ومستشفيات وحدائق
٦٠ _ ٥٠	٦٥ _ ٥٥	٧٠ _ ٦٠	المناطق الصناعية (صناعات ثقيلة)

نهارا من ٧ صباحا حتى ٦ مساء  
مساء من ٦ مساء حتى ١٠ مساء  
ليلا من ١٠ مساء حتى ٧ صباحا

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**APPENDIX VI**  
**APPLICATION FOR USE OF AUB FACILITIES BY AUB GROUPS**

(To download this form in Word format, [click here](#))



American University of Beirut  
Office of Student Affairs  
Student Activities

**IMPORTANT:** This form must be completed in full and submitted to the Activities office **at least two weeks** prior to the requested date of activity. No activity may take place unless authorized on this form.

Name of group or club: \_\_\_\_\_

Nature of activity: (check where applicable)

<input type="checkbox"/> Exhibition	<input type="checkbox"/> Lecture	<input type="checkbox"/> Film
<input type="checkbox"/> Dinner	<input type="checkbox"/> Concert	<input type="checkbox"/> Play
<input type="checkbox"/> Dance	<input type="checkbox"/> Party	<input type="checkbox"/> Show
<input type="checkbox"/> Conference	<input type="checkbox"/> Reception	<input type="checkbox"/> Committee meeting

Other Specify \_\_\_\_\_

If food is to be served, provide a detailed food list and description.

Date requested: From: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ To: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Place requested: \_\_\_\_\_

Time of activity: From: \_\_\_\_\_ To: \_\_\_\_\_

Group representative: \_\_\_\_\_ Phone #: \_\_\_\_\_

AUB ID #: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_

Faculty advisor: \_\_\_\_\_ Signature: \_\_\_\_\_

Ext #: \_\_\_\_\_ Email: \_\_\_\_\_

Please indicate if participants are:

AUB students and outside guests \_\_\_\_\_ AUB students only \_\_\_\_\_ Estimated number of participants \_\_\_\_\_.

(Please note that guests from outside AUB are subject to the approval of the dean of student affairs office).

Please indicate the approximate number of non – AUB guests expected to attend: \_\_\_\_\_

Admission is: \_\_\_\_\_ Open \_\_\_\_\_ By ticket @ LL \_\_\_\_\_

(Please note that tickets may not be sold by any member of the AUB staff or faculty).

If the activity involves public speakers, please indicate their names and the subject of their speech:

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Please indicate any equipment (this includes posters/flyers for display/distribution) required for the activity. If left blank, only the space allocated will be provided and considered for approval.

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Briefly discuss the purpose and sequence of your activity:

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For further information, please check with director of student activities at extension 3197.

Organizers and EHSRM should communicate during the planning stages of an event to see if the event needs consideration by EHSRM. In such cases, early involvement of EHSRM should facilitate the execution of the event and will shorten the approval process when

needed. Simple cultural lectures should not need anything more than checking for exits and life safety issues.

**Coordination/Approvals**

**1. Protection Office (Extension 2400)**

Comments:

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**2. Physical Plant (Extension 2015)**

Comments:

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**3. Environmental Health, Safety, and Risk Management (Extension 2360)**

Comments:

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**STUDENT AFFAIRS USE ONLY**

Additional documentation checked? \_\_\_\_\_ Safety form \_\_\_\_\_ Room reservation

Decision: Approved \_\_\_\_\_ Not approved \_\_\_\_\_ Date: \_\_/\_\_/\_\_

Location of activity: \_\_\_\_\_

Signature: \_\_\_\_\_

Additional comments:

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**APPENDIX VII**  
**CONDITIONS FOR THE USE OF**  
**AUB FACILITIES BY NON-AUB GROUPS**

(To download this appendix in Word format, [click here](#))

In order to be given approval to use AUB buildings and facilities ("facility" or "facilities"), the user of such facilities ("user") must agree to the following conditions:

1. It is clearly understood that approval for holding an event or activity in university facilities does not exempt the user from liability under the law.
2. The facility shall be vacated within one hour after the conclusion of the activity, but in any case, the facility shall be vacated by midnight.
3. Tickets, advertisements, and programs must be approved by the University prior to their being printed.
4. When admission is by paid ticket, it will be a strict rule that only holders of tickets will be allowed in the facility: non-paying guests will be required to present a written invitation or complimentary ticket for admission.
5. The Ushering Committee of the University shall have charge of the seating and general management of the facility; except for activities outside West Hall, where general management will be the responsibility of the Office of Information and Public Relations. Complimentary tickets must be offered to the ushers on duty. Ushers may be used for all activities.
6. A deposit shall be paid at the cashier's office at least two weeks prior to the date of the activity. If such deposit is not made, the reservation may be liable to cancellation at the sole discretion of the University. The responsibility for any losses or claims as a result of any such cancellation shall be borne by the user.
7. The user shall be responsible for obtaining all rights and permissions under copyright or other applicable law and agrees to be solely responsible for any violation of copyright or other applicable law. The user further agrees and undertakes to keep the University harmless from any and all claims that may be lodged against it by third parties as a result of use of the facility, including violations of copyright or other applicable laws, and to reimburse the University for any damages, court costs, legal fees, and any other expenses incurred in defending the University against or settling any dispute related to such claims.
8. It is clearly understood that the user is responsible for payment of all taxes for which said user may be liable according to the laws of Lebanon, and it is also agreed that the user shall hold the University harmless from all claims whatsoever resulting therefrom, and to reimburse the University for any damages, court costs, legal fees, and any other expenses incurred in defending the University against or settling any dispute over this matter.

9. The University may require that the user applies for and takes out an adequate insurance coverage for the event or public function in any sum deemed desirable by the University. The insurance policy must be submitted to EHS & RM for evaluation and approval.
10. The University reserves the right to postpone or cancel use of the facility without prior notice. The University shall not be responsible in any way or manner for any losses, claims, or damages as a result of such cancellation.

Please indicate your acceptance of the above conditions by signing below.

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**Date**

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**Signature of user**

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## APPENDIX VIII

### APPLICATION FOR THE USE OF AUB FACILITIES BY NON-AUB GROUPS

(To download this form in Word format, [click here](#))

Name and address of applicant:.....  
..... Tel:.....

Name of organization:.....

Nature of activity: ..... Place requested:.....

Date and time of activity:.....

Name(s) of performer(s) or number:.....

Time required for preparation of a hall, additional equipment required, and schedule of rehearsals:.....

Basis of admission: ( ) Open, ( ) Invitation, ( ) Paid admission.

Prices of tickets:.....

All expenses will be paid by:.....

The user agrees to indemnify AUB against any loss, liability, claim, damage, or expense of any nature (including legal fees) resulting from:

1. Any equipment, facilities, or items provided by the user or by third parties upon the request or for the account of the user.
2. Any misuse by the user, its employees, officers, representatives, or agents of equipment or facilities supplied by AUB.
3. Any failure by the user, its employees, officers, representatives, or agents to fully comply with AUB's policies and procedures which are applicable in relation to the event or public function.
4. Any actions or omissions by the user, its employees, officers, representatives, or agents in connection with the event or public function.

The user agrees to avoid all and any actions and conducts, causing or setting the risk to cause, whether for itself or AUB, claims, actions, suits, judgments, losses, damages, costs, charges, attorneys' fees, and other expenses of every nature and character as a result of the carrying out of the event or public function.

The user hereby irrevocably releases AUB from any liability in respect of damages resulting from the performance of the event or public function to the extent that such damages are not due to the serious or intentional negligence of AUB or its officers, directors, agents, employees, or representatives, and as permissible by law.

I, \_\_\_\_\_, hereby agree and commit to abide by the provisions of Appendix XI of this policy ([Life Safety Rules for Uses of Auditoriums](#)) which are in my possession. I shall also abide by the directives provided by the representative of the office of Environmental Health Safety and Risk Management during set up and execution of the event.

The conditions of contract overleaf have been read, understood, and accepted.

-----  
**Date of application**

-----  
**Signature of applicant**

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Decision:  Approved.

Charges:

1. Maintenance: LL.....per performance.
2. Repair or replacement of damaged equipment, or repair to building: at cost.
3. Extra services: by special arrangement.

Not approved

-----  
**Date**

-----  
**Signature**

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**APPENDIX IX  
PROCEDURES FOR BOOKING AUDITORIUM B1  
IN COLLEGE HALL**

(To download this appendix in Word format, [click here](#))

1. Fill in the [Booking Form](#) at least 4 weeks prior to function.
2. Fill in the [Attendees Sheet](#).
3. In case of any query, please do not hesitate to contact Orhan Saadeddine at extension 2130, pager 016, or email [osscol@aub.edu.lb](mailto:osscol@aub.edu.lb).
4. The auditorium is available during working days and regular working hours only, and will be closed during weekends and holidays.
5. Arrangements should be made by the Building Supervisor [BS], Support Engineer [SE], or any appointed persons.
6. Food and beverages, if any, should be arranged for by the applicant and consumed in the auditorium lobby only.
7. The auditorium should be secured and closed after any function. Arrangements will be made by the BS or any appointed persons.
8. No briefcases or other personal items are to be left overnight.
9. BS or SE should submit a copy of the attendees sheet to the protection office prior to the start of any event.
10. Applicants must inform BS or SE of any changes [names of attendees, schedule, etc.].
11. Applicants/Departments should place personnel at the auditorium lobby prior to the start of any function.
12. Testing of the equipment should be carried out by BS or SE prior to the function.
13. All exit doors from the auditorium are to be unlocked during the function. No technical set-ups will be permitted which could block aisles and exits to an extent that would create a safety hazard or that requires such additional equipment that its placement is likely to result in damage to the auditorium. Use of scaffolding is prohibited.
14. Attendees should wear auditorium passes.
15. Attendees routing should be done via indication signs.
16. Prior to the start of any function, attendees should be briefed on safety procedures.
17. Queries to be addressed to BS or SE.

## **Safety Procedures**

1. In case of fire, do not panic and shout FIRE.
2. Follow emergency exit signs.
3. Do NOT use elevators.

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**APPENDIX X**  
**BOOKING FORM FOR AUDITORIUM B1 IN COLLEGE HALL**

(To download this form in Word format, [click here](#))

Name of Applicant	
Department Tel., Fax, Email	
Nature of Activity	
Date and Time of Activity	
Duration	
Name of Speaker	
Time Required for Hall Preparation	
Number of Attendees (max. 80 people)	
Signature	

Indicate with a check mark in the box next to the audio and/or visual systems needed.

**Audio System:**

<input type="checkbox"/>	Discussion System
<input type="checkbox"/>	Simultaneous Interpretation System
<input type="checkbox"/>	Double Cassette Recorder
<input type="checkbox"/>	Audio Mixer 24 Channel
<input type="checkbox"/>	Wireless microphone

**Visual/Display System:**

<input type="checkbox"/>	Data & Video LCD Projector
<input type="checkbox"/>	Data & Video Plasma Display Monitor 42"
<input type="checkbox"/>	Slide Projector 35mm
<input type="checkbox"/>	Video Cassette Recorder
<input type="checkbox"/>	Overhead Projector
<input type="checkbox"/>	Notebook

**Additional remarks:**

(Room layout, etc.)

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**Administration approval:** \_\_\_\_\_

cc: Mr. Ibrahim Khoury  
Protection Office - Control Room  
College Hall Operation & Maintenance

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**APPENDIX XI**  
**AUDITORIUM B1 ATTENDEES SHEET**  
 (To download this form in Word format, [click here](#))

C#	Full name	CI	CR	C#	Full Name	CI	CR
A01				A41			
A02				A42			
A03				A43			
A04				A44			
A05				A45			
A06				A46			
A07				A47			
A08				A48			
A09				A49			
A10				A50			
A11				A51			
A12				A52			
A13				A53			
A14				A54			
A15				A55			
A16				A56			
A17				A57			
A18				A58			
A19				A59			
A20				A60			
A21				A61			
A22				A62			
A23				A63			
A24				A64			
A25				A65			
A26				A66			
A27				A67			
A28				A68			
A29				A69			
A30				A70			
A31				A71			
A32				A72			
A33				A73			
A34				A74			
A35				A75			
A36				A76			
A37				A77			
A38				A78			
A39				A79			
A40				A80			

CI=card issued, CR=card returned

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