

# RULES FOR USING HALL, GREAT HALL AND FUN CLUB

## GENERAL ELIGIBILITY

1. Student can reserve a Hall, Great Hall (GH) or Fun Club (FC) at KIMEP University for non-academic meetings, gatherings, presentations and rehearsals
2. Only full-time KIMEP U students can make a reservation request for a Hall, GH or FC on the campus.
1. Premises must not be used for a purpose that is contrary to KIMEP University mission statement and charter.
2. KIMEP U premises should not be used for meetings of external political or religious parties and other groups.
3. If a student or a student group will request Hall, GH or FC reservation on the behalf of an outside organization, KIMEP U may charge a rental fee.
4. If KIMEP U management feels that outside organization using KIMEP U facilities, through KIMEP U students, to promote its business, it may cause cancelation of the permission to use its premises.

## EVENT PLANNING INFORMATION

A student, student group or student organization must review the event policy and guideline (Event planning checklist) to follow requirements of organizing event on campus.

*\*Please be aware that if event policy is not followed, individual or group users may lose future reservation privileges.*

## RESERVATION RULES AND TIMELINES

1. Hall, GH and FC reservation requires a written permission of the Director/AVP of Student Affairs
  2. The student must follow rules of Code of Conduct, or other policies related to your behaviour.
  3. The student must carefully treat the Hall, GH and FC property provided for use (microphones, LED Display, computer, board, chairs, furniture, etc)
  4. The student (event organizer) is responsible for the cleaning, trash removal, and returning chairs and tables to the hall's previous configuration immediately after an event.
  5. The student should be polite and correct in regards to KIMEP U administration and maintenance staff.
  6. The student should inform security guards of relevant building while leaving the Hall.
- The student may reserve hall in academic buildings till 10.00 p.m and leave the hall before the indicated time.

**Note: Do not forget to close windows and door.**

1. The student must not disrupt academic activities-classes/lectures. Loud activities in halls and amplified sound are prohibited.
2. The student should inform security guard of Dostyk Building and technician while leaving GH and FC. The student may reserve GH and FC till 12.00 a.m and leave before indicated time.

**Note: Do not forget to close windows, balcony, and door.**

1. The student is responsible for any loss or damage to the property while it is under his/her use.

## LIABILITY FOR THE VIOLATION OF RULES

**For the violation of rules, the following sanctions may be applied to student/s:**

1. Lost of the booking priority of any facility on campus
2. Disciplinary probation
3. Any other sanctions according to policies related to student activities on campus, especially Code of Conduct.

## MISCELLANEOUS

1. Every student, student organization should learn Rules for using Hall, GH and FC as well as other policies related to their behaviour.
2. These rules come into force when they are approved by Office of Student Affairs and compulsory for all students.

### Contacts:

Students wishing to use Hall, Great Hall or Fun Club facilities need to reserve through student portal, staff need to reserve through Intranet or contact office of Student Affairs at +7 (727) 237 474 91 (Ext. 1016) or via e-mail [fariza@kimep.kz](mailto:fariza@kimep.kz)

Outside organizations and companies wishing to book Hall, Great Hall or Fun Club need to contact Ms. Nataliya Kozmina or Mr.Ilya Bikovskiy at +7 (727) 237 47 57 (Ext. 2511 or 2508) or e-mail [kozmina@kimep.kz](mailto:kozmina@kimep.kz) or [b.ilya@kimep.kz](mailto:b.ilya@kimep.kz)