



KIMEP University **Hall Reservation Guidelines for Students** *Make your events happen – the right way!*

Purpose

These guidelines help students reserve and use KIMEP University spaces such as:

- Lecture Halls
- Great Hall
- Fun Club
- Students' Lounge (Chillka)
- Recreation Area

You can use these venues for internal university activities like meetings, rehearsals, or student-led events – as long as they follow state laws and KIMEP policies and do not include political, religious, or commercial agendas.

Who can reserve

To book a space, you must:

- ✓ Be a full-time KIMEP student
- ✓ Have a clean disciplinary record
- ✓ Use the venue strictly for KIMEP-related purposes (student organization events, rehearsals, academic projects)

Not allowed:

- ✗ Booking on behalf of outsiders or companies
- ✗ Using space for sales or commercial promotion

Violations may result in disciplinary action as per the Student Code of Non-Academic Conduct.

How to reserve

1. Go to the Student Portal → *Campus Life* → *Hall Reservation* → *Hall Reservation Form*
2. Submit at least 3 business days before your event. Late requests may be rejected.
3. Visit the Student Affairs office to finalize your booking.
4. Your reservation is valid only after it's signed by both Student Affairs and Support Services.
5. Need tech equipment? Mention this in your form and email lcd@kimep.kz at least 1 week in advance.
6. Special setup? Contact the Support Services Division and coordinate with the building commandant at least 1 week before your event.

During event

Respect the space, the people, and the policies. Here's how:

- Follow the Student Code of Non-Academic Conduct
- Your event must not disrupt academic activities. The use of loud or amplified sound is strictly prohibited in areas near classrooms.
- Return all furniture to its original setup
- Clean up after your event
- End events by 10:00 PM – no exceptions
- Turn off all lights, equipment, and computers
- Treat university staff with respect
- You're responsible for any damage or loss

Violations and consequences

Breaking the rules may lead to:

- Suspension or ban from reserving facilities
- Disciplinary probation (which may affect your leadership roles or event participation)
- Financial responsibility for damages
- Other penalties under KIMEP's Student Code of Non-Academic Conduct

All violations are reviewed case-by-case by the Student Affairs Office.

Plan smart. Respect the space. Make your event a success!

For questions, visit the Student Affairs office. #112/Dormitory bld., near the Medical Center.