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UNIVERSIDADE DE MACAU
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**The University of Macau
Rules on Use of Venue for External Organization**

Article 1 Definitions

1. The venues of the University of Macau (hereinafter referred to as the “University”) as indicated in these rules are namely the University Hall, multi-function hall of UM Guest House, Library auditorium, Student Activity Centre, lecture halls, classrooms and designated booths/open spaces and outdoor areas on campus such as private roads, streets, lanes and plazas.
2. The venues of the University are reserved for activities organized by the University itself. They are available for rental for the following purposes providing that the daily operations and the best interests of the University are not affected:
 - academic events, cultural events, recreational activities, international exchange, drama performance, arts appreciation, lecture and exhibitions, etc.
 - assemblies and celebrations held by government bodies
3. Upon submitting applications for rental of venues, it is assumed that the users / organizations (hereinafter referred to as the “users”) have read, understood, and agreed to follow all the rules as stated below.

Article 2 Application

1. Applicants may inquire about the availability of venues and schedules by phone but no reservations are accepted over the phone.
2. Applications must be made in writing together with a completed Venue Request Application form and submitted to the University at least 30 days prior to the first day of rental of the venues.
3. For outdoor venues, the University will not provide any audiovisual facilities, furniture or equipment except electricity supply.
4. The University will respond to the application in writing within 10 working days.
5. Successful applicants may arrange site visits with the University during office hours.
6. The University has the absolute right to decline an application without providing an explanation.



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7. The University has the first priority for the use of venues and the University reserves the right to cancel any confirmed reservations and reschedule the use of venues at any time.
8. To cancel an approved reservation, users must submit a written request to the University at least 5 working days prior to the event. Where cancellations are received within 2 to 5 working days before the event takes place, users are charged at 50 percent of the rental cost. If cancellations are received in less than 2 working days or users fail to complete the cancellation procedures, they are required to settle the rental payment in full.
9. The University has the right to cancel any approved reservation of the venues due to exceptional circumstances such as typhoon, rainstorm etc. Users will need to reschedule the reservation of the venues and inform the University of any alternative arrangement.

Article 3 General Rules

1. The following venues are open for rental :

Venue	Daily Opening hours*
University Hall	08:00 to 23:00
Multi-function hall of the UM Guest House	08:00 to 23:00
Outdoor areas	08:00 to 22:00
Other venues	08:00 to 22:00

*Prior approval must be obtained from the University for venue set up and/or restoration works to be carried out outside the stated opening hours. If the request is approved, users are obliged to keep disturbance at minimum during their rental period.

2. Users may not transfer their booking to any third party and are held responsible for the venues as well as any damages caused by their audiences throughout the entire rental period. They may not change the nature of usage without prior written consent from the University.
3. Users are responsible for any injuries and/or death that occur in the venues where the events are held. The University will not be held liable for any claim of damages or thefts.
4. Smoking and gambling in any form is prohibited in all venues.
5. Only approved areas of the venues are allowed for use. Users must not occupy spaces outside the approved areas of the venues. Otherwise, extra charges shall be incurred based on the tariff.
6. Users must settle the payment before the due date as stated in the payment notice from the University. Users will also be notified of any extra charges, if applicable, after the use of venues.
7. Users are obliged to observe and comply with the legislation of Macao S.A.R and all University policies.



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8. Users should keep all areas of the venues clean and tidy.
9. Users are strictly forbidden to bring any sharp objects, inflammable and explosive items into the venues. The University have the right to remove any items which the University considers as dangerous or being likely to cause nuisance, obstruction or harmfulness. The University reserves the right to ask users to store those items with UM security and collect them upon leaving. For certain venues where food heating is allowed, extra safety measures must be adopted.
10. Eating and drinking (except bottled water) are not allowed in indoor venues except where catering or refreshments are served. All noise should be kept to a minimum.
11. Photographing and video recording are prohibited without permission from the University. Users have the obligation to stop anyone from doing so at the venues.
12. Users are obliged to maintain the venues including equipment, furniture and fixtures in good condition at all times. Users will be charged for damages of equipment and facilities in the venues. No alternations of the standard specifications of the equipment function are allowed in any circumstances.
13. Users cannot remove or relocate any equipment without permission from the University.
14. Users have no right on the modification of the structure or decoration of the venues. Approval from the University is required for hoisting of banner and posting of promotional materials on walls, floors, pillars, roof, furnishings or other areas. Unauthorized promotional materials are prohibited and will be removed immediately without prior notice.
15. Except for the reserved facilities from the University, users are responsible for the arrangement of setup and dismantle work as well as any associated costs.
16. Only in the case of having written consent from the University, users can undertake construction or renovation work in the venues. Users are responsible for any costs arising from such work.
17. If large amount of electric devices are needed to support the activities at the venues, users must propose their request to the University in advance. According to the condition of the venues, the University will provide sufficient power supply and sockets to users. Do not use personal adaptors or extension sockets so as to avoid any circuit overload or fire hazard.
18. Emergency exits cannot be blocked under any circumstances and access to emergency



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facilities such as emergency lighting, fire services installation, fire evacuation route and pedestrian access (including corridors, stairways and aisles) must be kept free of obstructions at all times.

19. The University reserves the right to terminate an event that is in progress and deny access to the use of facilities when the nature of the event does not match the information stated in the initial reservation request, or when users seriously violate or threaten to violate any of their obligations under the Rules for the Use of Venues and the Rules for the Use of Public Area on Campus.
20. All personal belongings/materials for the event cannot be stored at the venues prior to the reserved time. Besides, anything left behind will either be disposed or treated as Lost and Found items.
21. All waste must be properly contained using garbage bags and discarded at the designated garbage disposal area before leaving.
22. Users should return the venues to its original condition as provided. Upon returning the venues, any losses or damages caused by negligence that lead to additional cleaning, repair or replacement, a maintenance fee will be charged to users' account.
23. Users are required to purchase public liability insurance for their activities (excluding rental of booth), name University of Macau as the additional insured with policy limit not less than MOP10 million and add Cross Liability Clause. Users must provide a copy of the insurance policy to FDS as proof of insurance cover at the time of confirmation or when payment is due. The University is not liable for any responsibilities, incidents or damages caused by users' negligence and reserves the right to take legal action against users as a result of their activities held in the venues.
24. Only a maximum of 8 outdoor events are allowed to be held on campus each academic year, of which a maximum of 4 outdoor events per semester. Requests are approved based on a first come first served basis. For activities that involve blockage of public and private roads will be limited to 1 event per month.
25. Subject to the Vice Rectors' discretion, each of them can approve 1 outdoor event additional to those 8 stated in Item 24 of Article 3 above.
26. No outdoor events would be considered in the following period:

Period	# Dates
UM Open Day	Mid-January (1 day)



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Admission examination	Late March (4 days)
Congregations	May (1 day)
Student mass move-in / out residential area	Mid-May & Late August
New student orientation program	August (3 weeks)
Weekdays during fall / spring semester	Fall: (Late August – November) Spring: (January – Early May)
Examination study & final examination period	December & May
Ceremony of Degree Conferment	November (1 day)
Special event or VIP visit to campus	To be confirmed

[#] Dates are shown as reference only. For exact dates, please refer to the University Almanac (REG homepage: <https://reg.um.edu.mo/>).

27. For the requirement and application for outdoor activities, please refer to Appendix I Application and Route for Outdoor Activities.

For any questions please call Campus Services Section at 8822 8662 during office hours.
Mondays to Thursdays: 9:00 - 13:00, 14:30 - 17:45;
Fridays: 9:00 - 13:00, 14:30 - 17:30.



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Appendix I: Application and Route for Outdoor Activities

1. When using the outdoor area, all users / organizations should observe the rules of University of Macau, especially
 - University of Macau Parking Management Rules;
 - Rules for the Use of Public Area on Campus;
 - Rules of Bicycle Riding and Parking.
2. If the activities involve public roads, the applicants should also apply to Transport Bureau (DSAT) / Municipal Affairs Bureau (IAM) / Judiciary Police (PJ) or any concerned departments for approval for using the public sessions and for relevant traffic arrangement. Once the application is endorsed, the University would communicate with DSAT about the endorsement from the UM.
3. The applicants must apply for traffic police officers to provide traffic control services at various location marked in the attached layout, Route for Activities (in Red and Blue Colour)”, that is at least at the car park entrance / exit on private road and public road. Any relevant charges is to be responsible by the applicants.
4. The applicants should be responsible for the relevant insurance, manpower and all detail arrangement of the activities.
5. During the activities, the users should be responsible for maintaining the activity order, public security and environmental sanitation, and should follow the advice from UM staff.



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Route for Activities (in Red and Blue Colour)

