



**REQUEST FOR USE OF PUBLIC SPACES IN HARRY C. MOORE LIBRARY & INFORMATION CENTRE  
EXTERNAL (NON-UB) APPLICANTS ONLY**

Return completed form to: Loniece L. Miller ([loniece.miller@cob.edu.bs](mailto:loniece.miller@cob.edu.bs)) or Harry C. Moore Library, Administrative Office.

**Name of Group/Organization:**

**Type of Event** (concert, film, play, recital, exhibition, lecture, etc):

**Briefly describe event, including purpose:**

**Space requested:** ( ) Auditorium **\*maximum capacity: 114 persons** ( ) Exhibition Spaces ( ) Reception Area  
( ) Porches ( ) Lawn Surrounding the HCM Structure. **Fee:** See Copy of Fee

**Additional requirements:** [ ] Podium [ ] Clavinovia [ ] Special Lighting [ ] Microphone (1) (2) [ ] Projector  
[ ] Laptop

Days Requested			Pre-Event		Event		Post - Event
Day	Day of Week	Date (d/m/y)	Set Up		Time Event Begins	Time Event Ends	Clean Up/ Load Out
			Arrival Time	End Time			
1							
2							
3							

**Any Other Requirements (specify):**

- 1.
- 2.
- 3.

**Contact Person:**

**PO Box # & Street Address:**

**Phone:**                      **Fax:**                      **Alt. Phone:**                      **Email:**

I certify that the information above is accurate and that the event ***will comply with the maximum capacity*** as noted above and that all associated fees will be paid prior to the event. I understand that if approved, my signature constitutes a binding contract between myself and the Harry C. Moore Library & Information Centre (HCML&IC) administrators and that completion of this form does not constitute confirmation of the event. Confirmation or rejection will be communicated to the applicant after assessment by the HCML&IC staff. **\*Payment can be made by cash, bank draft or credit card, excluding American Express. Bank drafts should be made out to "University of The Bahamas"; additional details are not required.\***

Signature of Applicant : \_\_\_\_\_

Print Name: \_\_\_\_\_

You will be notified of the decision regarding your request within the time frame specified in the policy on Access to Public Spaces.

**For Office Use:**      **Approved** \_\_\_\_\_      **Not Approved** \_\_\_\_\_      **Signature** \_\_\_\_\_      **Date** \_\_\_\_\_

**University of The Bahamas**  
**Libraries & Instructional Media Services Department**  
**Fee Structure for use of public space in the Harry C. Moore Library & Information Centre**

Space	Location	Cost per hour (no technology)	Cost per hour *(with technology)
Auditorium	Ground floor	\$161.25 (\$150.00 + \$11.25 VAT)	\$215.00 (\$200.00 + \$15.00 VAT)
Instructional Classroom	Ground floor	\$107.50 (\$100.00 + \$7.50 VAT)	\$161.25 (\$150.00 + \$11.25 VAT)
Reception area	Ground floor	\$161.25 (\$150.00 + \$11.25 VAT)	\$215.00 (\$200.00 + \$15.00 VAT)
Courtyard & Porches		\$161.25 (\$150.00 + \$11.25 VAT)	\$134.37 (\$125.00 + \$9.37 VAT)
Grounds surrounding the library		Not for profit organization - overhead expenses only	Rental rate in effect

\*Multi-media projector; laptop; Internet access; audio system (PA system, DVD player)

**\*\*The Library is not responsible for the provision of exhibition equipment.**

- Exhibition requests must be accompanied by a written description of the content to be displayed.
- Exhibitors are financially responsible for any loss or damage to library materials as a result of the exhibit.
- The college will not assume liability for any loss or damage of any private exhibits.
- The Deputy Librarian must approve the use of any library materials in a display or exhibit.
- Exhibition is to be dismantled on the last day of exhibition; failure to comply will result in additional fees.

**Additional fees (if applicable)**

Clavinova: \$134.37 (\$125.00 + \$9.37 VAT) per event  
 Fuel Surcharge: \$32.25 (\$30.00 + \$2.25 VAT)  
 Media Assistance: \$43.00 (\$40 + \$3.00 VAT) per hour

**Rental rates include the following:**

1. Use of the identified space
2. A maximum of six (6) hours for set-up, running and load-out time; extended hours will be billed at \$509.00 per hour plus the cost of labour