



**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@ub.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 **Fee:** See Copy of Fee
 Structure.

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 _____

Revised: October 23, 2014



University of The Bahamas
Fee Structure for Use of Public Spaces
Harry C. Moore Library & Information Center
External Users ONLY

Space	Location	Cost per hour (no technology)	Cost per hour *(with technology)
Auditorium	Ground Floor	\$15.00	\$200.00
Conference Room	2 nd Floor	\$150.00	\$200.00
Courtyard & Porches		\$100.00	\$125.00
Foyer	Ground Floor	\$150.00	\$200.00
Instructional Classroom	Ground Floor	\$100.00	\$150.00
Reception area	Ground floor	\$150.00	\$200.00
Grounds surrounding the library		Not for profit organization overhead expenses only	Rental rate in effect

***VAT will be added to overall cost.**

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

Additional fees (if applicable)

Clavinovia: \$125.00 per event

Fuel Surcharge: \$30.00

Media Assistance: \$40.00 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.
3. Box office facilities: available five days a week prior to the start of the event at times to be determined by the Deputy Librarian; extended hours may be added at the following rates:
 - \$15.00 per hour from 5:00 p.m. – 9:00 p.m. on weekdays;
 - \$20.00 per hour from 5:00 p.m. – 9:00 p.m. on weekends.
4. The Box Office facility is available 1 hour prior to and 1 hour after start time.