



UNITED ARAB EMIRATES UNIVERSITY

Section: ADM-CAM

Procedure Number: 04-01

Supporting Policy Number: ADM-CAM-04

Date Approved: 02 November 2008

Effective Date: 09 November 2008

Date Last Revised:

Responsible Office: Executive Director Student Activities and Leadership

Procedure for Using of UAEU Sports Facilities In the Islamic Institute

Major Procedural Changes in This Release

New procedure.

Procedure

The Student Activities and leadership Department shall be responsible for managing all university sports facilities in the Islamic Institute (Grass Soccer Field - Gym - Open Courts - playgrounds - Swimming pools - indoor courts). This includes scheduling and defining the cost for using these facilities by external parties and based on the following guidelines:

Definitions:

- **A period** is one hour (morning or evening)
- **Half a day** is 6 periods to be chosen (From 8:00 AM until 8:00 PM)
- **A whole day** is 12 periods (From 8:00 AM till 8:00 PM)

Charges:

Charges that are collected shall be deposited into the non-class activities fund to be used by SA&L and according to the university rules and procedures.

Forms:

- To request using the sports facilities for one semester, the attached Form (A) shall be used.
- To reserve one of the sports facilities for short period(s) of time, the attached Form (B) shall be used.

Terms and conditions:

In coordination with the office of the Assistant Provost and Dean of Students, the Secretary General will approve and publish terms and conditions for use of UAEU sports facilities. All parties must abide by these terms and conditions.

APPROVED:

Vice Chancellor

Date

FORM A

Application for for using Sports' Facilities at (Islamic Institute) for a period of One Semester:

First Name -----

Surname -----

Address:-----

Tel.No. (Office)----- (Mobile)-----

PERIOD:

First Semester/Fall

Second Semester/ Spring

Summer Semester

Total Charge

Deposit

Cancellation Fine

METHODS OF PYMENT: (Please indicate method of payment)

CASH ☐

CHEQUE ☐

CREDIT CARD ☐

I wish to make the bove request for using sports' facilities, agree to abide by the Uinversity terms/condition and understand that failure to comply may result in this request being suspended or cancelled.

Signed -----

Date:-----

Office use only:

RSERVATION. NO.----- **DATE**----- **Executive Director,(SA&L) approval**

Form B

Application for reserving and using Sports' Facilities at (Islamic Institute):

Organization Name -----

Number of People -----

Address:-----

Contact Person -----

Tel.No. (Office)----- (Mobile)-----

PACKAGE(S)- UAEU (Islamic Institute): (circle chosen package)

A-GRASS SOCCER FIELD

B-GYM

C-PLAYGROUNDS

D- INDOOR COURTS

PERIOD(S):

ONE PERIOD(S) :: -----

HALF-DAY(S) : -----

WHOLE DAY(S): -----

Total Charge

Deposit

Cancellation Fine

METHODS OF PYMENT: (Please indicate method of payment)

CASH

☐

CHEQUE

☐

CREDIT CARD

☐

I wish to make the above request for using sports' facilities, agree to abide by the University terms/condition and understand that failure to comply may result in this request being suspended or cancelled.

Signed ----- Date: -----

Office use only:

RESERVATION. NO.----- **DATE**----- **Executive Director,(SA&L) approval**