

Regulations on Provision of Facilities and Food Services

Effective as of: 12.01.2012

American University of Armenia

Policy for Publication

Policy Number: ADMI20120002

American University of Armenia makes available certain venues and services to outside organizations and individuals for events that fall within the University's objectives of promoting education, free dissemination of information, and public service.

1. Use of Facilities.

1.1. Requests using AUA facilities should be made to the AUA Director of Services.

All individuals, groups and organizations that use AUA facilities must abide by all University rules and regulations. The University reserves the right to refuse for any reason requests for use of AUA facilities.

1.2. The facilities shall be used exclusively by the Client and for the purpose indicated and pre-approved by AUA. Client may not, under any circumstances, assign or sublease his/her usage arrangements with AUA to another party.

Client shall return the facilities in as good and clean condition as when received from the University. Smoking is strictly prohibited in AUA facilities and venues. All use of food or drink must be pre-approved by the University.

1.3. AUA can provide certain equipment (microphones, LCD projectors, laptop computers, simultaneous translation earphones, etc.) while making AUA facilities available for usage.

In the case there is a need for equipment listed above, Client must request it when requesting the usage of AUA facilities. Types of equipment and the period of time needed must be clearly stated.

The set-up of equipment is made by AUA ICTS. Bringing any type of equipment mentioned above into AUA as well as taking the equipment out of the building is prohibited unless agreed with Director of AUA Services.

AUA reserves the right to partially fulfill or even deny for any reason requests for usage of equipment.

2. Food Services.

2.1. The University outsourced cafeterias provide food services and catering to outside organizations and individuals for Meetings and Conferences. Requests for food services should be made to the Director of AUA Services when requesting the usage of AUA facilities. The number of participants, a detailed food servicing program and the period of time of service should be clearly stated ahead of time.

All individuals, groups and organizations that use AUA Food Services must abide by all University rules and regulations. The University reserves the right to refuse for any reason requests for food services.

2.2. The food service can be provided either in the cafeteria or in another acceptable location within the University building according to the needs of the Client. The menu must be arranged by consulting with Cafeteria Manager.

Normally, both the provision and the service of food are provided by AUA cafeterias. Bringing food and beverages from the outside into the AUA building is possible upon permission received from Director of AUA Services.

2.3. Reservations and arrangements for food services must be made at least **one week** in advance of the event being organized.

The calculation of the food expenses is done jointly by the Client and Cafeteria Manager by completion of the "**Special Events Food Service Form**", which includes dish names, required quantities and prices. These forms must be filled out and signed by both parties for every day of food services. These forms are not subject to change.

Client must also pay a service charge calculated to be a certain percentage of total price of the requested food, or people served. If additional food is requested, (above the initially agreed upon amount), the Client is responsible for informing the Cafeteria Manager **in written form** before the service is rendered. In this case, both parties according to the revised request should sign an additional Food Service Form. If possible, Cafeteria will try to provide additional food, however, it is understood that Cafeteria is under no obligation to satisfy the request. Expenses for extra food must be paid separately.

3. Payment

Total charge for services is calculated as the servicing fee for facilities and equipment plus the total cost of food.

The servicing fee will be determined in accordance to the Venues Servicing Fee **Sheet**, which is computed separately for physical facilities and equipment.

Total cost of food is calculated as the sum of food costs mentioned in the Daily Food Forms.

Payment of total amount is due on the date the agreement is signed, at least one week in advance of the event's commencement date. All calculations and payments are made in Armenian Dram.

4. Cancellation

In the case of cancellation, Client must inform the University in writing as soon as possible. Written Cancellation must be received at least **5 working days** before the services were scheduled to take effect for the Client to receive full refund of the servicing fee. For cancellation within 5 working days of the deadline, the University reserves the right to charge a cancellation fee equaling one-half of the servicing fee for facilities and the full cost of the food order and the labor charge incurred to date.

The University reserves the right to cancel any services, at any time for any reason by returning any service fee allocable to the canceled period.

The Cafeteria reserves the right to cancel its responsibilities for serving the food if client's Meeting/Conference fails to comply with the agreements in all contracts and arrangements with AUA. In this case, the appropriate unused sum of the payment will be refunded.

5. Promotion of Event

The University retains the right to review and pre-approve all promotions for the event(s) for which AUA facilities are used, including radio, television, or newspaper announcements.

6. Indemnification

Client is responsible for any damages to AUA's property resulting from the use of the facilities or caused by the Client's guests, invitees and all individuals present or participating in the events for which the services are rendered.

AUA shall not be liable for any damages or injury to Client or any of other person, or to any property, which may occur on the facilities used, or on AUA's common area which may occur on the services provided, or on AUA's common area of which the used facilities are a part of, by reason of the Client's use of facilities.

Client expressly agrees to indemnify and hold AUA harmless from and against any and all claims, loss, damage, injury and liability however caused, arising out of, or in anyway connected with, or contributed to by the use of the Client of the services provided by AUA, resulting from any negligence or alleged negligence on the part of the AUA, or its employees, invitees, or subcontractors.