

## **GUIDELINES FOR THE USE OF THE GREAT HALL**

At the 142<sup>nd</sup> meeting of the Administration Committee held on May 12, 2003, the committee approved the following guidelines for the use of the Great Hall.

- **Management of the Great Hall:**

The Great Hall shall be managed by a Committee comprising the Estate Officer, one representative each of the Registrar's Offices, Office of the Dean of Students, SRC/GRASSAG and the Development Office.

- **Hall Manager:**

A Hall Manager (preferably of a Senior Member status) shall be appointed by the Vice-Chancellor to manage the Great Hall and be the Chairman of the Management Committee.

- **Security:**

There shall be a 24-hour security guard at the Great Hall.

- **Cleaning:**

An appropriate cleaning team should regularly clean the Hall.

- **Procedure for Letting:**

All applications/requests shall be in writing and addressed to the Hall Manager at least four weeks before the event. The Hall Manager, where in doubt, will refer to the Committee for advice. Administrative approvals could however be granted in emergency situations by the Vice-Chancellor, in consultation with the Hall Manager.

- **Prohibitional Uses:**

The Great Hall shall not be used for the following activities:

- Dances;
- Weddings;
- Funeral activities;
- Beauty pageants;

- **Permissible Activities:**

The following are the permissible activities for the use of the Great Hall-

- Examinations;
- Matriculation and Congregation Ceremonies;
- Conferences, Seminars and Public Lectures;
- Exhibition of Works of Art;
- SRC general meetings including SRC week celebrations', SRC fora but excluding meetings of associations recognised by the SRC;
- Convocations;

**Charges:**

The Great Hall shall be hired out for not less than one day. Any hiring for less than a day shall attract the daily charge.

- a. Official University Activities: These activities shall not attract any charges.
- b. Non-official University Activities: Such activities shall attract the following charges:
  - i. Students' programmes that are non-profit making should be charged one million cedis (¢1,000,000.00) per day. In addition, a refundable deposit of one million cedis (¢1,000,000.00) should be paid against breakages/ damages/thefts.
  - ii. Students' programmes that are income generating should be charged 50% of the prevailing rates for external users, in addition to one million cedis (¢ 1,000,000.00) refundable deposit against breakages/damages/thefts.
  - iii. The SRC, GRASAG, UTAG, TEWU, GAUA and FUSSAG shall be made to pay only a refundable deposit of one million cedis (¢1,000,000.00) against breakages/damages/thefts.
  - iv. Any approved function held at the Great Hall, apart from those specified in b(i), (ii) and (iii) shall attract a minimum charge of five million cedis (¢5,000,000.00) per day and a refundable deposit of two million cedis (¢2,000,000.00) against breakages/damages/thefts.
  - v. Should the cost of breakages/damages/ thefts against deposit as specified in b (i-iv) exceed the refundable deposit, the extra amount will be surcharged the persons / group renting the Hall.

**• Great Hall Foyer:**

The use of the Great Hall foyer shall not be linked to the hiring of the main Hall. A flat hiring rate of ¢500,000.00/day shall be paid by all prospective users. The criteria for approval shall be the same as that of the main Hall.

- The Conference Room of the Great Hall shall not be hired out. It is recommended that the room shall be used for only important Administrative and Academic activities such as Academic Board meetings.

**• Activities that are prohibited within the premises of the Great Hall;**

- Smoking and drinking of alcoholic beverages;
- Posting of bills;

The guidelines shall be reviewed every two years and shall also be published in the Recorder for the benefit of the entire University Community.