

Guideline on the ULAB Sports Facilities Usage

1.0 Introduction. ULAB, as an institution, believes in the holistic development of the human being. It is committed to nurturing a student's social, emotional, physical, and mental well-being by creating a comfortable and safe environment that allows learners to grow. For this reason, the university has established various facilities to cater to each development aspect of a human being. For the physical development aspect, the university has constructed and maintained several sports facilities.

2.0 Purpose. The aim of this guideline is to enable efficient and effective use of the university's sports facilities, which should be enjoyed by today's students but preserved to cater to future students.

3.0 Coverage. The sports facilities of the university include: (1) cricket ground; (2) basketball court; (3) multi-purpose sports zone; and (4) indoor sports facilities (table tennis and carom located in the canteen area).

4.0 Operations. The sports facilities may be used daily, from 8:00 am to 6:00 pm, except during maintenance.

5.0 User Categories

5.1. Category 1: Those in this category will be the priority users of the university's sports facilities. They include the following:

- BoT-sponsored Events (for example, Mayor Cup/Bangabandhu Sports Championship)
- Fixed tournaments of the university (for example, ULAB Fair Play Cup)
- University-sponsored Events (for example, convocation commencement exercises, freshmen orientation, and career fair.)
- Physical Education Courses (as approved in the curriculum)

5.2. Category 2: Those in this category will be the second-priority users of the university's sports facilities.

- Academic department-sponsored events (such as Boot Camps)
- Administrative department-sponsored events (such as intra-university competitions)

5.3. Category 3: Those in this category will be the third-priority users of the university's sports facilities.

- Outreach activities (school visits organized by the Communications Office)
- Registered Student Organizations' Activities
- SAO-sponsored Wellness Events
- Alumni Office-sponsored Events

5.4. Category 4: Those in this category will be the fourth-priority users of the university's sports facilities.

- Activities organized by staff and faculty members.
- Activities organized by individuals or groups of students.

6.0 Scheduling Procedure

- For Category 1: The event sponsor should provide their schedule at least one month before the event to the Registrar's Office.
- For Category 2: The event sponsor should first check the availability of the facility with the Registrar's Office. If available, the sponsor should book the facility subject to the approval of the Registrar's Office.
- For Category 3: The event may only be allowed to take place during the term on Thursdays, Fridays, and Saturdays, and during the term breaks. The event sponsor should first check the availability of the facility with the Registrar's Office. If available, the sponsor should book the facility subject to the approval of the Registrar's Office.
- For Category 4: The event sponsor should first check the availability of the facility with the Registrar's Office. If available, the sponsor should book the facility subject to the approval of the Registrar's Office.

7.0 Open Days for Cricket Ground. There will be special days and occasions where students, faculty, and staff will be allowed entry into the cricket ground as follows:

- Thursdays, during the term (if no other event has been slated on that day).
- Convocation gown distribution days.
- Pohela Boishakh.
- International Women's Day (exclusively for female students).
- Other days deemed necessary by the Vice Chancellor, Pro Vice Chancellor, and Registrar.

8.0 Multi-purpose Sports Zone. There will be a multi-purpose sports zone. Students may utilize it for sports such as futsal, badminton, volleyball, handball, etc. It can also be used for fairs and exhibitions. If not utilized for sports, fairs, and exhibitions, students can enter/exit the zone for recreation purposes.

9.0 University Prerogatives: The university has the right to cancel reservations. Some reasons for canceling include emergencies, natural calamities, security concerns, administrative concerns, maintenance concerns, and the like.

10.0 Female Students. The university's academic departments and student affairs office should organize sports activities for female students and encourage them to utilize the sports facilities.

11.0 Prohibitions:

11.1 Tobacco. All Sports Facilities will be operated in a manner consistent with the No Smoking Policy.

11.2 Animals. Animals, except for service animals, are not permitted in Sports Facilities unless permission is specifically granted in the Contract/Facility Use Agreement.

11.3 Bicycles, Skates, Skateboards. Bicycles, in-line skates, skateboards, etc. are not allowed in Sports Facilities at any time except when such

activities are part of an event presentation and have been approved by the Head of Sports Facilities. Bike racks are provided at entrances.

- 11.4 Food and Beverages. All food and beverages sold or catered in the Sports Facilities spaces must be arranged through University Catering or Concessions. Groups bringing in outside food and samples for events such as trade shows must complete a Temporary Food Vendor Application and have it approved by the University Registrar before the start of the event.
- 11.5 Littering. All users should use designated bins to throw their refuse. They should not throw discarded items on the field, court or floor.
- 11.6 Alcohol Policy for Events with Alcoholic Beverage Service. Sports Facilities users must comply with the No Alcohol Policy of the University. Any user consuming Alcohol in the Sports area will be subject to Disciplinary Action.
- 11.7 Advertising. Any advertising, including banners, signs and sponsorships to be placed in a facility in conjunction with an event must be approved before the event by the/Deputy Director, Communications.
- 11.8 Marketing, Promotions, and Solicitations at Intercollegiate Athletic Events. Community groups and campus groups may request permission to conduct raffles, sell discount cards, etc. in the Campus Area. Since these requests are numerous and may conflict with other similar efforts, the following policies are in effect:
- o Groups must submit a formal written request to the Registrar/Director, Communications to market, promote, or solicit.
 - o No more than one outside group will be permitted for any one particular event.
 - o The marketing/promotions/solicitation must be conducted outside the Field (outside the boundary fence) at a predetermined site(s) specified by the Registrar.
 - o Marketing/promotions/solicitation may only be conducted from tables at the predetermined site(s); no "working the crowd" or parking lot solicitations are permitted.
- 11.9 Outdoor Programming. All appropriate parties regarding all outdoor activities will notify the Advisor, Field Sports Club. Events with amplified sound are permissible in all Sports Facilities and outdoor spaces with consideration given to the time of day, volume, and type of activity. The Registrar must approve amplified sound.
- 11.10 Political Campaigning. All political campaigns, activities, protests, and gatherings are strictly prohibited and are subject to disciplinary action without prior permission from the Registrar. If a political campaign activity is disrupting any University program or other official activity, the campaigner(s) shall be asked to cease activities and/or leave the premises.

12.0 Guideline Effectivity Date: The guideline will be effective starting Summer Term 2024.