



**THE UNIVERSITY OF THE WEST INDIES**  
 MONA, JAMAICA, WEST INDIES  
**UNIVERSITY CHAPEL**

**RENTAL AGREEMENT**

This Agreement is made this \_\_\_\_ day of \_\_\_\_\_, 2020 by and between The University of the West Indies, Mona (“**The UWI**”) through The Chapel Management Committee (“**CMC**”) and \_\_\_\_\_ (“**Client**”) upon the terms and conditions in this Agreement and The University Chapel User Guidelines. BOTH The UWI and the Client are collectively referred to in this agreement as “**the Parties**”.

In consideration of the mutual covenants and agreements hereinafter contained the Parties agree as follows:

**Terms and Conditions**

The Client understands and agrees as follows: -

1. All terms and conditions of use described in this agreement will be upheld.
2. The University Chapel and its facilities will not be used for any unlawful purposes.
3. All laws, rules and governmental regulations will be applicable while using The University Chapel and its facilities.
4. The University Chapel will not be used for any purpose that is contrary to mission and vision and purpose of The UWI as a regional institution of higher learning.
5. To be responsible for preparing for use and returning in its original condition all areas of Chapel and its environs which will be used including entrances and exits.

**Capacity & Size.** I understand that The University Chapel can comfortably accommodate approx. 485 persons. However, with the addition of chairs in the aisles and outdoors, seating may be provided for an additional 500 persons inside and outside the building.

**Booking.** I understand and agree with all the booking terms for The University Chapel.

**Deposit/Payment Policy.** I understand and agree with deposit and payment policy for The University Chapel outlined in Section 22.0 of The University Chapel User Guidelines.

**Confirmation of Events.** I understand and agree that bookings are only considered ‘**confirmed**’ when all the relevant form(s) and The University Chapel Rental Agreement

have been properly completed, submitted and acknowledged by the Chapel Desk along with proof of full payment and the necessary event details.

**Cancellation Policy.** I understand and agree that event cancellations must be submitted **in writing** and that the cancellation policy as outlined in Section 24.0 of The University Chapel User Guidelines will apply.

**Refund Policy.** I understand and agree with the refund policy as outlined in Section 25.0 of The University Chapel User Guidelines which will apply.

**Musical Instruments & Audio-visual aids.** I understand and agree that all equipment and audio-visual aids brought to The University Chapel for use must be immediately removed following the event. Clients may, however, negotiate with the Chapel Desk for any additional time to remove the items **BEFORE** an event is held. I understand and agree that The University Chapel will not be held liable for any loss or damage to equipment and/or audio-visual aids left on the property by organizers, clients and/or patrons.

**Decorations and Special Effects materials.** I understand and agree with the decoration and special effects rules for The University Chapel as outlined in Section 27.0 of The University Chapel User Guidelines. I promise to ensure that the building and its facilities are used with the greatest care so as to ensure that the cultural history of the facility will continue to be preserved.

**Use of the University's Coat of Arms.** I understand and agree that the use of the University's Coat of Arms in the promotion of an event must first obtain approval from The UWI before proceeding.

**Venue Access Time & Additional Hours.** I understand and agree that additional time can be given to access the Chapel provided that all the relevant fees are paid.

**Chapel Layout/Floor Plan.** I understand that the pews in the Chapel are fixed and must not be moved under any circumstances.

**Refreshments/Repast.** I understand and agree that the serving or consumption of meals in the Chapel environs is strictly prohibited. Only water can be consumed at the Chapel site.

**Damage.** I understand and agree that Client is required to pay The UWI the reasonable value of the cost of repairing or replacing damage to the Chapel, the furnishings, or the grounds caused by the Client or their employees, agents, sub-contractors, exhibitors or guests. By signing this Agreement, the Client assumes full responsibility for all persons connected with the Client's use of the authorized area(s). The University Chapel will bill the Client based on the cost of repairing any damage(s) to the facility. I also understand and agree that The University Chapel is **not** obliged to pay for damages that occurs while Client is using the facility and that the property is being used entirely at the owner's risk. The Client is therefore responsible for any damage suffered by third parties whether caused by the Client or by anyone under his/her responsibility.

**Photo Release.** I understand and agree that in signing this Agreement I am granting The UWI irrevocable and unrestricted right to use and publish photographs of me, or in which I may be included, for University or Chapel-related publications, electronic reproductions (websites, video-productions) and/or promotional materials or any other University

purpose and in any manner or medium. I hereby release The UWI and/or The University Chapel from all claims and any liabilities relating to said photographs.

**Force Majeure.** I understand and agree that The UWI and/or The University Chapel shall not be liable to clients for cancellations in respect of governmental action, strikes/other labour disputes, insurrection, riots, fire, acts of God, or any similar catastrophe beyond their control. In such instances, The University of the West Indies, Mona Campus and/or The University Chapel reserve the right to establish new guidelines and rules without prior notice and to continue to apply its existing cancellation policy as outlined herein.

**By signing this Agreement, The UWI assumes that all terms and conditions outlined in this agreement have been read and are fully accepted. Client's failure to read and obtain clarification (prior to the signing of this document) on any of the items detailed will not deter the UWI from enforcing the terms and conditions outlined in this Agreement.**

**INDIVIDUALS**

Client Name (Print): \_\_\_\_\_

Address: \_\_\_\_\_

Employer: \_\_\_\_\_ Client Signature: \_\_\_\_\_

Date: \_\_\_\_\_ UWI Affiliation: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**COMPANIES**

Name of Organization/Company: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name of Authorized Representative (Print): \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_

*This agreement should be signed and returned to the Chapel Desk before all special events at the Chapel.  
A copy of the signed document will be shared for your records.*