

## **Guidelines on the Usage of ULAB's 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 student's development. For the physical development aspect, the university has constructed and maintained several sports facilities.
- 2.0 **Purpose:** This guideline aims to enable ULAB students to use the university's sports facilities efficiently and effectively.
- 3.0 **Coverage:** The sports facilities of the university include the:
- (1) Cricket ground, also referred to as the playing field
  - (2) Basketball court
  - (3) Multi-purpose sports zone
  - (4) Indoor sports room for table tennis and carrom
- 4.0 **Operations:** The general opening hours of the sports facilities are from 9:00 am to 6:00 pm during term. However, specific opening hours may apply. One or more facilities may be closed to students for specific reasons or maintenance.
- 5.0 **User Categories**
- 5.1. Category 1: First-priority Users
- Events sponsored or supported by the ULAB Board of Trustees (for example, Mayor's Cup, National Sports Championship, etc.)
  - Fixed tournaments of the university (for example, ULAB Fair Play Cup)
  - University-sponsored events (for example, convocation commencement exercises, freshmen orientation, career fair, etc.)
  - Physical Education events
- 5.2. Category 2: Second-priority Users
- Academic department-sponsored events (such as Boot Camps)
  - Administrative department-sponsored events (such as intra-university competitions)
- 5.3. Category 3: Third-priority Users
- Outreach activities (school visits organized by the /Admissions or Communications Office)
  - Registered Student Organization Activities
  - Wellness events organized by ULAB's Student Affairs Office
  - Alumni Office-organized events
- 5.4. Category 4: Fourth-priority Users
- Activities organized by staff or faculty members

- Activities organized by individuals or groups of students

**6.0 Approving Authority:** The Registrar of ULAB has been given the authority to approve, amend, or deny any application for the use of ULAB's Sports Facilities. The Registrar's decision will be final.

### 7.0 Scheduling Procedure

- Category 1: The event sponsor must apply for permission from the Registrar, ULAB at least one month before the event, providing the schedule, full details of the event, plan of field usage, number and type of attendees, special requests, etc. The Registrar may ask for additional information.
- Category 2: The event organizer should first check the availability of the facility with the Registrar's Office or designated online site. If a slot is available, the organizer should apply with full details to the Registrar.
- Category 3: Events under this category are only allowed on Thursdays, Fridays, or Saturdays during term, and during opening hours during term breaks. The event organizer should first check the availability of the facility with the Registrar's Office or designated online site. If a slot is available, the organizer should apply with full details to the Registrar.
- Category 4: The event organizer should first check the availability of the facility with the Registrar's Office or designated online site. If a slot is available, the organizer should apply with full details to the Registrar.

**8.0 Open Access to the Playing Field:** ULAB registered students can access specific areas of the Playing Field on specified days and hours, as notified by The Registrar or the Advisor to the Field Sports Club, on the following conditions:

- Entry will be through the designated entry point; no other entry point can be used
- Opening hours will be posted next to the entry point
- Student access will be limited to designated field areas
- Non-students will not have access
- Students can sit on the grass or walk around; no chairs or seating facilities will be provided or allowed
- Any litter must be put in the bins provided. The turf (grass) must not be damaged in any way
- The ground will not be accessible (a) during ongoing cricket matches, (b) if it rains, or (c) if the ground is wet
- Students must vacate the area if instructed to do so by an authorized ULAB official.


**9.0 Multi-purpose Sports Zone:** The multi-purpose sports zone can be used for futsal, badminton, volleyball, handball, and any other sports approved by the ULAB authorities. 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.

- 10.0 **University Prerogatives:** The university has the right to cancel any reservation at any time. Some reasons for canceling include emergencies, natural calamities, security concerns, administrative concerns, and maintenance concerns.
- 11.0 **Female Students.** ULAB's sports facilities are for the use of any registered student, irrespective of gender, caste, creed, etc. However, ULAB may make special efforts to encourage the use of the facilities by female students.
- 12.0 **Prohibitions:**
- 12.1 **Tobacco:** All Sports Facilities will be operated in a manner consistent with the university's No Smoking Policy.
  - 12.2 **Animals:** Animals, except for service animals, are not permitted in Sports Facilities unless permission is specifically granted by the ULAB authorities.
  - 12.3 **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.
  - 12.4 **Food and Beverage:** All food and beverages sold or catered in the Sports Facilities spaces during certain events such as competitions, fairs, etc. 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 Registrar before the start of the event.
  - 12.5 **Littering:** All users should use designated bins to throw their refuse. They should not throw discarded items on the field, court, or floor. Wilful littering will incur a fine of Tk 1,000, which can be imposed by Proctors or a member of ULAB security staff.
  - 12.6 **Alcohol and Drugs Usage:** The consumption, possession, sale, or sharing of alcoholic drinks and any kind of drugs are strictly prohibited and will result in strict disciplinary action.
  - 12.7 **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 Director of Communications.
  - 12.8 **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 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.

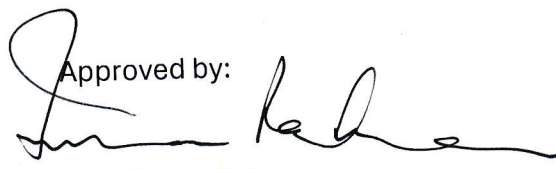
- 12.9 Outdoor Programming: All appropriate parties regarding all outdoor activities will notify the Advisor, Field Sports Club.
- 12.10 Amplified Sound: Events with amplified sound are permissible in all Sports Facilities and outdoor spaces with consideration given to the time of day, volume, and type of activity. The Registrar must approve amplified sound.
- 12.11 Political Campaigning: Political campaigns, activities, protests, and gatherings are strictly prohibited and are subject to disciplinary action.
- 13.0 Guideline Effective Date: The guideline will be effective starting Fall Term 2024.

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Date: 20 October 2024

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Date: 20 October 2024