

For additional information please contact [service@auca.kg](mailto:service@auca.kg)



AUCA's new campus is one of the most advanced and sustainable university buildings in Central Asia. We provide an open, environmentally friendly, and safe place for our students and professors to pursue academic excellence. AUCA's new campus is an excellent location for your next business meeting, social, or sport event.

Your contribution is a great asset for the development of AUCA. Thank you for your interest!

**\*Categories of spaces**

Category	Type of space	Light	Audio	Microphones	Computers	Video
A	Forum	yes	yes	yes	no	no
A+	Forum	yes	yes	yes	no	yes
B	CH-1	yes	yes	yes	no	no
B+	CH-1	yes	yes	yes	no	yes
C	Any Classroom other than Computer class	yes	no	no	no	no
C+	Any Classroom other than Computer class	yes	yes	no	no	yes
IT	Computer Lab	yes	yes	no	yes	yes
L	Front Yard	no	no	no	no	no
MR	Meeting Room	yes	no	no	no	no
S	Sport Gym	yes	no	no	no	no
S	Dance Classroom	yes	no	no	no	no
S	Mini-football field	yes	no	no	no	no
SB	SkyBox	yes	no	no	no	no
SB+	SkyBox	yes	yes	no	no	yes

### **Additional information:**

- ✓ AUCA will do its best to accommodate the event; however, the availability of spaces and facilities depends on AUCA's academic and event calendar.
- ✓ Event organizers and participants must follow the University Code of Conduct (see the attachment to your agreement) and fulfill their responsibilities. Please note event organizers are fully liable for their guests and their belongings.
- ✓ For events involving client-side technology (e.g. computers, additional Wi-Fi routers), the University IT Department must perform an assessment of any equipment, which will be used.

### **Additional Charges:**

- ✓ If the client makes changes to the terms and conditions of the signed agreement and supplementary document, the client will be charged an additional 10% of the total sum per change.
- ✓ If the event will require overtime work by University staff (IT Office and PPD Office: security, parking, campus technical support), the client will be fully charged for the additional overtime wages. Clients will be notified in advance of any overtime costs.
- ✓ If the event requires one or more of the services offered by the University PR Office, the client will be charged according to the PR Office's proposal (see below for details, subject for negotiation with the University PR Office).
- ✓ If the event is scheduled between 9 AM till 5 PM during the work week, the client will be charged an additional \$10 per car per hour for parking in the east parking lot. Before 9 AM, after 5 PM, and on weekends, the east parking lot can be used free of charge. The west parking lot is always free of charge.
- ✓ If the client requires catering through University, the client is responsible for making arrangements with AUCA dining services. We will provide the client with the appropriate contact information.

### **Booking and organizing your event:**

- 1) In order to book a preferred option above, an application form must be requested from and submitted to [service@auca.kg](mailto:service@auca.kg) at least 2 (two) weeks prior the event;
- 2) The client will be contacted by the Administrative Services Center;
- 3) A comprehensive campus tour is possible upon the client's request;
- 4) *Only after the client has made a decision*, all costs will be calculated by the Administrative Services Center together with the Finance and HR Offices, and an invoice about the payment will be prepared and sent to the client (see additional charges above and below);

- 5) The client must send a copy of receipt about payment. Once the payment is confirmed by the Finance Office, the Administrative Services Center will invite the client for a meeting to discuss all the details of the event;
- 6) Payment upon the completion of event is possible and the dates of payment must be included to the agreement;
- 7) The Administrative Services Center is responsible for events management and will carry out event coordination with relevant Offices of AUCA including the PPD, IT, Students' Life, SSC, Advising and Career Center and Academic Divisions;
- 8) The Administrative Services Center will prepare a supplementary document with the agreed-upon- details of the event and will draft an agreement including the supplementary document to sign with the client;
- 9) Upon acceptance of the terms and conditions of the agreement and supplementary document, the Administrative Services Center will prepare two copies of the agreement and supplementary document to sign with the client. Starting at this point, the client will be charged an additional 10% of the total sum per change to the terms and conditions of the signed agreement and/or supplementary agreement;
- 10) The Administrative Services Center will send the University Code of Conduct to the client via e-mail a week prior to the event;
- 11) The Administrative Services Center will coordinate the event and provide all the necessary support based on the agreement and supplementary document;
- 12) Upon completion of the event, the client and the University event manager (Administrative Services Center) will sign the supplementary agreement accordingly in confirmation with the Administrative Services Center. In case the client breaches the terms and conditions of the agreement and supplementary document (e.g. damage to University property, overstaying the agreed-upon time slot, etc.), the client will be notified and obligated to pay such damages to the University in a timely manner.
- 13) For more information, please carefully read the agreement and supplementary document, and the University Code of Conduct.

**List of services by the Administrative Services Center of AUCA  
(subject for negotiation):**

Fee-based and other events			
AUCA donors, friends, partners and alumni			
Charity and free of charge events	Up to the Administrative Services Center decision		

Media coverage on the web-site, social media of AUCA, informational and analytical content about the event to the AUCA community members including its students and alumni, faculty and staff, its subscribers in social media sites. Approximate number of the recipients including Facebook, Instagram, Twitter and e-mail delivery – 60, 000 individuals	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
SMM in social media about the event from the beginning till the end of the event. Approximate number of the recipients including Facebook, Instagram, Twitter and e-mail delivery – 60, 000 individuals	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Media coverage by the local media partners of AUCA including TV channels, news web-sites and portals (Kaktus Media and Kabarlar)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Advertising video clip (5 minutes max.) and photos, (one unit, a kind of video clip is up to the client’s request)	<input checked="" type="checkbox"/>		
<b>Additional list of services by Administrative Services Center of AUCA depending on the scope of work:</b>			
Event banner design (one unit, only electronic version)			
Event invitation design (one unit, only electronic version)			
Event brochure design (one unit, only electronic version)			
Event decor (with provision of necessary decorations)			depends on the event
Event moderator/MC (with provision of necessary content and event agenda)			depends on the MC and the event
Event volunteers (provision of the event uniforms; in advance sign-up and preparations are highly recommended)			Free of charge and number of volunteers depends on their availability