


Category	Convention Centers	Policy Number	SUP-ZCC-101	 جامعة زايد ZAYED UNIVERSITY
Distribution	External	Version	3.0	
Responsible Office	CAFO	Policy Owner	CPDS	
Date Approved	4 October 2020	Effective Date	4 October 2020	
Date Last Reviewed	30 September 2020	Due Date for Next Review	30 September 2023	

POLICY

Convention Centers

1. Purpose

The policy ensures that the Convention Center venues adhere to both Zayed University policies and by-laws as well as local policies and regulations set by the UAE Government.

2. Scope of Application

This policy is applicable to all Zayed University Convention Center (ZUCC) staff, clients and any third-party suppliers contracted by ZUCC or clients of ZUCC.

3. Policy

The Zayed University Convention Center policy ensures the following:

- 3.1 The Zayed University Convention Centers operate as revenue generating business units providing services to both internal and external clients.
- 3.2 All financial transactions will be maintained in a separate account managed by the Financial Resources Department in line with university policies and procedures.
- 3.3 The ZUCC rate schedule shall be reviewed periodically.
- 3.4 The ZU Code of Conduct will apply to all events taking place within the Convention Centers.
- 3.5 Any events taking place in the Convention Centers will comply with existing Zayed University policies and procedures including health and safety.
- 3.6 External events shall fall within the pre-established event type criteria. Any requests outside these criteria require management approval.
- 3.7 This policy shall adhere to local regulations that affect the running of events within the UAE.
- 3.8 All confirmed events, both internal and external, must have a contract signed by both parties.
- 3.9 External event organizers must adhere to the following requirements to conduct an event in a ZUCC:
 - a) Emergency management arrangements other than ZU arrangements must be made, such as:
 - i) A standby ambulance for medical support;

- ii) The additional requirement of security coverage;
- iii) Additional requirement of a fire watcher and a fire warden;
- iv) Additional requirement of first aiders.
- b) External resources must be provided and approvals submitted as required;
- c) The original set-up handed over to external organizers must be retained and reinstated by them after the event;
- d) Deep disinfection of the facility used must be completed by the event organizers after the event.

4. Related Policies and Laws

Abu Dhabi Tourism & Culture Authority regulation:

<http://tcaabudhabi.ae/en/e.services/events.licensing.system.aspx>

Dubai tourism regulation:

<http://www.visitdubai.com/en/department-of-tourism/about-dtcm/legislation/documents-circulars-and-bylaws>

SUP-HSE-101 Health and Safety

SUP-HSE-103 Environment

5. Administration

This policy is administered by the Campus Physical Development and Services Department.

6. Revision History

Date	Revision
16 February 2023	Administrative change: <ul style="list-style-type: none"> • Updated information header and related policy numbers. • Updated policy number from SUP-CPDS-71 to SUP-ZCC-101.
4 October 2020	President's Decree issued (PD #90 of 2020).
30 September 2020	Approved by the University Council.
7 April 2020	Revisions: <ul style="list-style-type: none"> • Article 3.9 concerning requirements for external event organizers added; • Section 4 updated with the Environment, and Health and Safety policies; • Added the Distribution requirement; • Point III.C has been deleted from the previous version; • Added Distribution requirement.
7 January 2020	Updated the policy number from ADM-CAM-17 to SUP-CPDS-71.
17 January 2018	Minor revisions and non-substantive changes approved by the President.
28 March 2016	New policy approved by the University Council.