

SPACES AND EQUIPMENT UTILIZATION TERMS  
REITORIA DA UNIVERSIDADE DE LISBOA

Article 1  
(Objective Scope)

The present Regulation has for purpose to define the general norms and conditions of use of the spaces and equipment of the Reitoria of the University of Lisbon, reserved for the accomplishment of events, as well as the relative rules to its cession.

Article 2  
(Subjective scope)

1. Workers who carry out their activity in the spaces and equipment of the Rectory of the University of Lisbon, or other people in any way related to the events, respect the rules of the Regulation and act to enforce them.
2. The Assignees are also bound by the provisions of these Regulations.

Article 3  
(Designations and References)

1. For the purposes of this Regulation, the following meanings and references are established:
2. Assignee: any entity, singular or collective, that has contracted with the Rectory of the University of Lisbon the use of its spaces and equipment.
3. Rectory of the University of Lisbon, hereinafter designated by Rectory, represented by the Department of External and International Relations (DREI), is the entity to which is assigned the functional competence for the management, management of spaces and equipment, in the context of these Regulations.
4. Event: Ceremony, academic act, conference, congress, day, meeting, seminar, training action, convention, meeting, advertising production, show, exhibition, fair, festival, and other artistic, scientific, cultural, tourist, sports and entertainment event with or without profit.

Article 4  
(Services not included in the space-ceding)

1. External entities:
  - a. Polícia de Segurança Pública
  - b. Event Security Plan, consisting of a Prevention Plan and emergency procedures and/or Emergency Plan pursuant to Articles 203 to 205 of Portaria No. 1532/2008, de 29 de dezembro, in its current wording;
  - c. Firemen;
2. Support Services :
  - a. Cleaning;
  - b. Safety;
  - c. Logistic.
3. The services contained in the previous paragraph are mandatorily contracted to the companies that provide services in the Rectory, according to table C available on the ULisboa website.
4. The Rectory may advertise the events that take place in its spaces through the following media:
  - a. ULisboa website - [www.ulisboa.pt](http://www.ulisboa.pt)
  - b. Social Networks (Facebook and Instagram).
  - c. Supports, in foyer of Aula Magna.

5. The Rectory does not have a ticketing service, and the assignee may sell tickets on the day of the event, through staff in charge.

Article 5  
(Equipment)

1. The use of existing technical equipment in the spaces lacks the express authorization of the Rectory.
2. In case of loss or damage to the equipment existing in the assigned spaces, the assignee is responsible for paying for the repair or replacement of the equipment.

Article 6  
(Electric Network)

1. When the power required to carry out the event exceeds the installed capacity, as described in points a and b of this point, the specific needs must be communicated in writing to DREI, at least 8 working days in advance.

a. Aula Magna:

- i. The spaces of Aula Magna have a power installed - normal network - of 277kVA for electrical charge socket, illumination and events equipment. for the events two electrical switchboards are available with total power of 170kVA, endowed with industrial sockets of 3P+N+E (125A); 3P+N+E (65A); 2x (3P+N+E) (32A) e 1P+N+E (16A);
- ii. The installation is connected to a 500 kVA emergency generator with automatic Network inverter.

b. Praça da Alameda:

The electrical power supply switchboard at Praça da Alameda can only be connected to class II insulation switchboards equipped with high sensitivity differential protection devices, ie, 10mA or 30mA;

2. The connections to the Aula Magna and Praça da Alameda electrical switchboards are carried out exclusively by logistical support staff from the Rectory.

3. The Rectory is not responsible for any type of damages and consequences that result from electrical failures not attributable to the Rectory, namely those that result from:

a. Failure to comply with the provisions of the previous number;

b. Inappropriate use of electrical switchboards and equipment, made available by the Rectory;

c. Use of the electric switchboards of the Rectory for energy consumptions superiors of the authorized by the Rectory.

Article 7  
(Space Reservation)

Reservation requests must be made using the form available on the ULisboa website or by email: [aulamagna@reitoria.ulisboa.pt](mailto:aulamagna@reitoria.ulisboa.pt)

Article 8  
(Rectory's Prerogatives)

1. The Rectory has the right to decline new requests submitted by the assignee after signing the contract.

2. If the contractually assigned area is not available for part or the entire period of the event, for any reason not attributable to the Rectory, namely, because it was requested by the State, or based on essential interests for the institution, the latter is only compelled to refund the amounts it has already received.

3. In the case of ceding the Aula Magna, the Rectory reserves the right, on show days, not to include in the Assignment Agreement the 161 seats referring to the tribunes. Under these circumstances, the saleable capacity is 1460 places;

4. In case that the Tribunes are enclosed in the Contract, the Central Tribune (34 places), the Tribune (20 places) and Tribune F (20 places) will not be enclosed in the contract. In this case, the saleable capacity is 1547 places.

5. The captive places, corresponding to the places in the tribune not included in the contract, are identified at the entrance by their own tickets dated and stamped by the Rectory.
6. Need express authorization from the Rectory:
  - a. The recording or audiovisual transmission of any event;
  - b. Filming, videographic and photographic recording of spaces in the Rectory or the campus of Cidade Universitária;
  - c. Advertising or other mentions intended to be installed inside or outside, with a precise indication of the materials and contents, as well as the location and processes of exhibition and posting;
  - d. The type of goods and services that are intended to be disclosed, distributed, exhibited or sold, in the spaces contractually affected by the event;
  - e. The use of the ULisboa logo in the event's promotional materials.
7. For the purposes of ULisboa's historical archives, whenever the photographic or audiovisual record of events is carried out, the Assignee must provide a copy of these records to the DREI.
8. The Rectory may reject any request for reservation of spaces, when the principles, image and normal functioning of the institution are at stake.

#### Article 9

##### (Assignment and Signature of contract)

1. The cession of spaces, equipment and services, as well as the respective amounts to be applied, depend on a favorable order from the Rector of the University of Lisbon or whoever has delegated powers for that purpose.
2. For the reservation of spaces to become definitive, it is essential to sign the Contract for the Cession of Facilities and Equipment, as well as the payment of 25% of the contractual value.
3. The Rectory reserves the right to demand from the Assignee an Operational Liability Insurance that also covers damages caused to the installations, in the minimum amount of **100 000 €** (one hundred thousand euros). The accomplishment of the event is dependent of the presentation, to the DREI, of the copy of the policy, in the date of the signature of contract, or in the five working days that precede the event.

#### Article 10

##### (Payment Processes and Financial Counterparts)

1. The values for the cession of spaces, equipment and services provided by the Rectory will be contractually established in accordance with the Price List in use on the date of execution of the contract.
2. Payment can be made:
  - a. in two instalments:
    - i. First installment in the amount of 25% to be made within twenty working days after issuing the invoice.
    - ii. Second installment in the amount of 75% to be made in the five business days prior to the start of the event.
  - b. Prompt payment:

When the contract is signed within a period of less than twenty working days prior to the event.
3. Any delay in payments will result in the payment of interest at the legal rate in force.
4. If payments are not made on the agreed dates, the Rectory may unilaterally terminate the assignment contract and retain, as compensation, all amounts already received, without prejudice to the right to be compensated for excess damage.
5. Payment must be made by check, delivered in person to the Treasury, or by bank transfer.
6. In the case of postponement or cancellation of the event, in whole or in part, for reasons not attributable to the Rectory, there is no place for reimbursement of receipts already made, with the exception of situations of force majeure or pandemics decreed by the Government.

Article 11

(Obligations of the assignee)

1. In addition to the obligations arising from these Regulations, the Assignee undertakes to comply with and enforce all laws and Regulations, including Municipal, as well as Intellectual Property rights.
2. The Assignee Entity is responsible for all mandatory legal requirements for the accomplishment of events in the Rectory spaces, namely, the required licenses, authorizations and insurance for this purpose.
3. Proof of the obligations set out above must be delivered to the DREI, within a limit of five working days prior to the event.

Article 12

(Technical Procedures and Space Preparation)

1. The alterations to the configuration of the spaces will be analysed and budgeted, in agreement with the requested one for the Assignee.
2. The dismantling operations of the events will be carried out within the terms and times previously agreed between the parties, under penalty of the Rectory requiring the Assignee to pay an irregular occupancy tax, in the amount of 1,000 Euros/day, from the day following the expiry of the contractually established period and until all material is collected.
3. The Assignee is responsible for removing all debris resulting from the assembly and disassembly of the event.
4. On weekdays, sound tests can only be carried out after 5 pm, and always with the doors of the Aula Magna closed, unless expressly authorized by the Rectory.

Article 13

(Access, hygiene and safety of facilities)

1. In activities carried out in the Rectory building, for technical and security reasons, the entry of materials and personnel involved in the event is made exclusively through the door of the loading and unloading park.
2. For security and control reasons, the entry and permanence, in the spaces provided, is only allowed for personnel related to the event, namely, duly identified elements of the organization, production and assembly.
3. It is incumbent upon the Assignee to ensure the maintenance of order and security in the assigned areas, without prejudice to the exercise of the powers of the surveillance services provided by the Rectory, leaving free and unobstructed circulation spaces, exits and emergency equipment.
1. The Assignee will be charged with the expenses that, for any incident arising from the event, the Rectory supports with the reinforcement of hygiene, safety or other measures.

Article 14

(Liability for Damages, Thefts and third parties)

1. The Assignee is responsible for all damages that occur in the assigned spaces, whether caused by personnel at its service, or caused by third parties, inflicted on persons and objects of the Assignee, the Rectory or third parties.
2. The Rectory is not responsible for thefts that occur in the assigned spaces, whether owned by the Assignee, the Rectory or third parties.

Article 15

(Spaces Assignment fees)

1. The values for granting the Rectory's spaces for holding events are indicated in Table A available on the ULisboa website.
2. The values for filming in the Rectory's spaces, are indicated in Table B in the site of the ULisboa.
3. To the value in table A, discounts are applied to the following entities:
  - a. For Non-Governmental Organizations (NGO), Private Social Solidarity Institutions (IPSS) and Partner Entities, 35% discount.
  - b. For activities promoted by Organic Units of the University of Lisbon, 50% discount.
4. The Rectory, through the Management Council, reserves the right to stipulate other discounts on the values in table A, or conditions of assignment, authorized by the Rector, when the nature of the activities and their purposes so justify.
5. Every four days of use of the Aula Magna (excluding assembly/disassembly days) contracted by the same Assignee, in the same calendar year, the Rectory will apply a frequent use discount that corresponds to the free assignment of the 4th (fourth) day, being the Assignee Entity obliged to pay extra-contractual costs, referred to in article 4 of these Regulations.
6. The amounts for assembly and disassembly days correspond, per day of use, to 50% of the values in Table A.
7. When the occupation of the spaces is made by a period of inferior time the 6 hours, including the operations of assembly and dismount, and/or in parcels of spaces that they do not hinder the development of other activities, could be applied by the half, the values of the Table, the available one in the site of the ULisboa.

Article 16

(Doubts)

All information and doubts arising from the reading and application of these Regulations must be submitted, with due notice, via email, to the DREI, without prejudice to the provisions of article 19 of these Regulations.

Article 17

(Non-compliance)

1. The present Regulation is integrant part of the Contract of Cession of Spaces.
2. Failure to comply with the provisions of these Regulations implies the immediate termination of the contract, given that the Rectory reserves the right to discontinue activities at any time, including the right to withhold the amounts already received, request compensation for incurred costs and for lost profits and other legal consequences arising therefrom.

Article 18

(Court of law)

For all the decurrent litigations of the application of the present Regulation, will be competent the Tribunal Cível da Comarca de Lisboa.

Article 19

(Inconsistencies and Omissions)

The omitted cases and in the doubts raised in the interpretation of these Regulations, will be analysed and solved by the Rector dispatch.