

UNIVERSITY OF TECHNOLOGY, JAMAICA

GUIDELINES FOR USE OF CARIBBEAN SCULPTURE PARK

Overview

The Caribbean Sculpture Park is the first open-air museum of its kind in the English speaking Caribbean. It was officially opened in 1999 to facilitate the sensitization of the UTech community and the wider populace to the arts. As such the park is earmarked for activities which offer cultural, educational, social and spiritual enhancement to the University.

Rules

1. All potential clients seeking to utilize the Caribbean Sculpture Park for events must obtain permission from all the relevant stakeholders to include managers of the park, Centre for the Arts, Faculty of Education and Liberal Studies, College of Business Management and the Department of Safety and Security.
2. The original copy of the completed application form must be submitted to the Centre for the Arts two (2) weeks prior to the event.
3. Disruptive activities will not be tolerated in the park.
4. Activities attracting increased noise levels will only be permitted on Thursday between the hours of 3 PM – 5PM. *(University's allotted time slot for extra-curricular activities)*
5. Organizers of the activity must make arrangements to have the facility cleaned after the function.
6. Food may only be sold at parameters of the Park. **N.B.** *Permission for sale of food must be approved by the Centre for the Arts, as the Unit responsible for the management of the Park.*
7. Signage, Banners, Disposal material, cords, etc., must not be hung/ mounted on sculpture pieces.
8. Commercial and promotional video shoots must give location credits to *Caribbean Sculpture Park, University of Technology, Jamaica.*
9. Contributions for use of the park must be paid prior to the event. **N.B.** *Contributions are used to maintain the park and sculpture pieces which require specialized care.*
10. Cancellations must be communicated at least one (1) week prior to event.
11. The Centre will not grant approval for use of the park if guidelines are not observed. **N.B.** *The Centre with support from the Department of Safety and Security, reserves the right to discontinue events which are deemed to be in contravention of guidelines or not considered in keeping with the University's ethos.*

Approved Activities

1. Cultural Productions
2. Exhibition and Showcases
3. Cultural and Spiritual Concerts
4. Mass Meetings and Student Electoral Activities
5. Debates and Forums
6. Promotional Activities
7. Tours
8. Student Presentations and Productions (Conditions apply)
9. Video shoots (Conditions apply)
10. Studies and Surveys

Procedure

1. Submit a written request to the Centre for the Arts to tentatively reserve desired date and time for your event. The correspondence must outline details of your activity.
(Letter, memo or email will suffice.)
2. You will receive a written response from the Centre re availability of the space for the stated time and purpose, this response will address a contribution for use of the park where applicable.
3. Proceed to complete application form and obtain the required signatures for approval.
4. Return original copy of the completed application form to the Centre for the Arts.
5. You will receive an invoice to process contribution payment where applicable. Account information for payment is outlined on invoice provided.
6. Submit proof of payment to the Centre prior to event.

Rates

Rates will vary dependent on the nature of the event to include duration of usage, concession considerations for Internal Users, Cultural Stakeholders and UTech Students.

Contact Us

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