



## **Regulation for IST's Taguspark Campus Sports Field Usage**

**CHAPTER I  
GENERAL PROVISIONS**

Article 1  
Scope

1. The Sports Field of IST's Taguspark campus belongs to IST, and it can be used by students, and teaching, technical and administrative staff, as well as people from other entities, namely sports associations, and public and private institutions, wishing to use it according to the current regulation.
2. The activities to be developed in the field are of a sports nature, except cultural activities and others compatible with the type of usage foreseen for the pavement, organised and/or supported by IST.

**CHAPTER II  
COMPETENCES**

Article 2  
Competences

1. IST is in charge of, via its Taguspark Facility Management Unit:
  - a) taking the required means for the proper functioning and usage of the facilities;
  - b) watching over the facilities' preservation, hygiene and adequate usage.
2. IST is in charge of, via its Taguspark Administrative and Financial Management Unit:
  - a) receiving, analysing, deciding, and charging the requests for regular and occasional usage of the facilities.

**CHAPTER III  
FACILITIES AND EQUIPMENT**

Article 3  
Facilities

The Sports Field of IST's Taguspark campus is composed of:

- a) A sports field with an area of 1 000 m<sup>2</sup>, for collective sports (handball, futsal, basketball, volleyball, and tennis).
- b) Bath and changerooms, where players can put on their training suites, keep their belongings during games, and shower.
- c) Storage rooms, where sports equipment belonging to IST can be kept.

Article 4  
Fixed and Mobile Equipment

1. The fixed and mobile equipment existing in the facilities belongs to IST.
2. The equipment can be used by facilities' users, who are responsible for its proper usage and preservation.
3. Equipment should be booked together with the booking of the sports field, and delivered back by the end of the game.

## **CHAPTER IV FACILITIES USAGE**

### Article 5 Schedule

1. The facilities can be used on a regular basis, daily, from 07h00 to 24h00.
2. The usage of the facilities outside the regular schedule state above is reserved to activities organised and/or supported by IST.
3. The usage schedule will be posted in a visible public place.
4. IST reserves the right to change schedule, according to circumstances.

### Article 6 Usage Conditions

1. Users are requested to follow the rules, concerning maintenance discipline, cleanliness, and schedule, as follows:
  - a) The Sports Field can be used only by athletes, with the proper dressing and shoes.
  - b) It is forbidden to smoke, to drink alcoholic beverages, and to possess, give or sell doping substances, inside the Sports Field.
  - c) Voluntary or involuntary damage, and loss of sports field materials will be paid by the people responsible for it, according to inventory value or estimation done by IST. If required, IST can close the access to the facilities for a required period of time.
  - d) Users are requested to fulfil the schedule that has been booked; if they do not, access in future bookings may be denied.
  - e) Users are requested to follow the rules and instructions given to them by IST's employees, or other personnel at the service of IST.
2. All cases not foreseen in the current regulation will be analysed by the person in charge of the facilities, the decision being communicated to the offenders.

### Article 7 Complaints and other Requests

1. Any communication, criticism, complaint, or any other matter relate to the Sports Field should be addressed in written to IST's Vice-President for the Management of Taguspark Campus.
2. Detected anomalies and situations resulting from an abnormal functioning of the Sports Field should be communicate to the Manager of the Taguspark Facility Management Unit.
3. Any communication related to a change of booked schedule should be communicate to the Manager of the Taguspark Administrative and Financial Management Unit, at least three working days in advance, or the usage fee will not be reimbursed.
4. The previous point, No. 3, does not include situations in which atmospheric conditions do not allow the realisation of the game, in which case, the Taguspark Administrative and Financial Management Unit should be informed via email, [agaft@tecnico.ulisboa.pt](mailto:agaft@tecnico.ulisboa.pt).

## **CHAPTER V FACILITIES USAGE CONDITIONS**

### Article 8 Regular and Occasional Usage

The facilities can be used on a regular or occasional basis, as follows:

- a) Regular – usage in days and hours previously foreseen.

b) Occasional – sporadic usage.

#### Article 9 Regular Usage

1. For planning purposes, in regular usage, users should book their request according to the schedule defined in No. 1 of Article 5 of this regulation, in written to the Taguspark Administrative and Financial Management Unit, or via email to [agaft@tecnico.ulisboa.pt](mailto:agaft@tecnico.ulisboa.pt), clearly indicating the desired day and hour.
2. Requests according to the previous point, No. 1, will be analysed and decided by the Taguspark Administrative and Financial Management Unit.

#### Article 10 Occasional Usage

1. In occasional usage, users should book their request in written to the Taguspark Administrative and Financial Management Unit, or via email to [agaft@tecnico.ulisboa.pt](mailto:agaft@tecnico.ulisboa.pt), clearly indicating the desired day and hour. Payment should be done, at least, one working day in advance; failure to do so will imply the application of the surcharge established in No. 4 of Article 16 of this regulation.
2. If the Sports Field is vacant for a period equal to the normal renting interval, and if that period is less than a working day, it may be rented, if the renter registers his/her data, and pays the usage fee, plus the surcharge established in No. 4 of Article 16 of this regulation.

#### Article 11 Usage Suspension

IST may suspend usage, in case:

- a) The facilities are needed for activities considered of priority, in which case, users should be given a notice at least five working days in advance.
- b) Usage fees are not paid.
- c) The facilities are intended for a usage different from the one that has been granted.
- d) The facilities are intended to be used by people other than those to whom usage has been granted.

#### Article 12 Usage Resignation

1. If the entity entitled to a regular usage wishes to stop using the facilities, in one of its booked periods, it should inform so in written to the Taguspark Administrative and Financial Management Unit, or via email to [agaft@tecnico.ulisboa.pt](mailto:agaft@tecnico.ulisboa.pt), at least three days in advance, or the usage fees will still need to be paid.
2. If the facilities are not used for a period longer than one month, the booking of the corresponding regular usage is considered to be stopped, without prior warning.

#### Article 13 Fulfilment of Legal Rules and Regulations

If the entity using the facilities does not respect the regulation, or the conduct of its athletes or responsible people is incorrect, the usage of the facilities will be suspended.

#### Article 14 Access and Stay

IST can stop access or stay in sports field to anyone refusing, without legitimate cause, to pay the usage fees, behaving in an inappropriate mode, causing perturbation or practising acts of violence, these facts being registered, and communicated to IST's Vice-President for the Management of Taguspark Campus.

Article 15  
Police Watching, Licensing and Permissions

The entity using the facilities is responsible for hiring police watching during games or any other events requiring so, and also for obtaining licenses or permissions required for the game or event.

**CHAPTER VI**  
**FEES**

Article 16  
Usage Fees

Facilities usage fees are as follows (VAT included at current rate):

1. Day period:
  - a) Students, and teaching, technical and administrative staff:  
Tennis games: 3 Euros per 60 minutes period.  
Other games: 7 Euros per 90 minutes period.
  - b) External users:  
Tennis games: 6 Euros per 60 minutes period.  
Other games: 15 Euros per 90 minutes period.
2. Night period:
  - a) Students, and teaching, technical and administrative staff:  
Tennis games: 5 Euros per 60 minutes period.  
Other games: 10 Euros per 90 minutes period.
  - b) External users:  
Tennis games: 10 Euros per 60 minutes period.  
Other games: 20 Euros per 90 minutes period.
3. Day and night periods are defined according to Article 17 of this regulation.
4. A surcharge of 1 Euro will be added to bookings performed less than 1 working day in advance.

Article 17  
Day and Night Periods Definition

Day and night periods are defined according to the need of using, during the booking period for the game, the lightning system of the sports field.

Article 18  
Usage Fees Payment and Deadlines

- 1) Invoices will be issued for the payment of the usage fees.
- 2) Usage fees should be paid according to the following deadlines:
  - a) For occasional usage, up to 1 working day before the booked usage, except in the case of No. 2 of Article 10, in which case payment should be done at that moment, although the invoice may be issued at a later stage.
  - b) For regular usage, up to 5 working days before the beginning of each month.

**CHAPTER VII**  
**FINAL PROVISIONS**

Article 19  
Omissions

All situations not foreseen in the current regulation will be decided on a per case basis by IST.

Article 20  
Updates

The current regulation may be updated, in case the IST wishes to do so, considering the improvement of the usage conditions, or any other circumstances.

Article 21  
Entry into Force

The current regulation enters into force on the 1<sup>st</sup> of November 2013.