

Clubs & Groups on Campus Policy

Category:	Facilities Management
Last Modified:	November 2007
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Approved By:	Director, Learning Resources
Contact Person:	Group Manager, Facilities and Operational Services Ext 6480

Introduction:

This policy covers two distinct groups who undertake promotional and educational activities on campus. These groups are:

- Clubs and Societies directly affiliated to the University of Canterbury Students' Association (UCSA)
- Any other organisation which has an interest in but not a direct link to the University.

This policy is intended to give clear direction to organisers planning and conducting events and to ensure consistency with other policies on campus.

This policy does not address student social events on campus. Please refer to the [Student Events on Campus Policy](#).

Procedures/Guidelines:

1. Clubs and Societies

Clubs and Societies form an important part of campus life which help provide interest, social interaction, education and professional development for participating students at UC. Responsible club activities are actively supported by the University.

The following rules are provided to ensure that activities are well planned and undertaken in a thoughtful and responsible manner and it is the expectation of this policy document that these rules will be adhered to.

2. Club Days

Twice each year UCSA and the University combine to provide the opportunity for clubs and societies to market themselves to prospective members. Generally club days are held at the beginning of each semester and the dates for those activities are agreed by UCSA in conjunction with Facilities Management. Events may occur on both Central Campus and at the College of Education site.

All Club Day activities must be booked through the UCSA Clubs Development Officer (CDO) Extn 3912 who will confirm the arrangements with Facilities Management. Sites for tents etc are to be reserved and approved in advance and any club or society that arrives with no booking, prior site approval or does not comply with the plan they have submitted, risks being refused access or will be required to remove their display.

Vehicle access to tent sites etc is only permitted during set up and clean up periods. Access is provided by Security Services and vehicles are to be removed at all other times unless they are pre-approved as an integral part of the club's display. Once removed, all vehicles must be parked in normally designated parking spaces.

Tents may be erected only on the morning of the first day and must be removed the final afternoon. If clubs choose to leave their tent *in situ* during the period, UC Security Services will monitor them on an intermittent basis. However, the Club retains full responsibility for their property.

Access ways through the area must be kept clear, power cables must be secured so as not to create a trip hazard and any tents or structures must be safe and secure. Remember, the wind in Christchurch can be extremely strong on occasion.

Music must be kept to a reasonable sound level in accordance with the academic needs of the campus and the proximity of other campus users.

The University has strict guidelines covering the consumption of alcohol on campus as part of a student event. Club days are an opportunity to showcase the club or society on its merits and the consumption or provision of alcohol is not seen as being a necessary part of these activities, and as such is prohibited.

Advertising of alcohol is prohibited with the exception of the names of club sponsors. If any club is unclear of what is acceptable, Facilities Management should be consulted prior to the event to prevent any misunderstanding.

If electrical services are required on a particular site, please contact the Facilities Management Electrical Supervisor (Ext 6400) who will assist. It is recommended that convenors contact the Electrical Supervisor for assistance any time electricity is to be used outside buildings and reasonable notice is required in order for services to be provided. All costs associated with the provision of services to a site will be met by the organiser.

3. Other Events

From time to time various clubs and societies may wish to undertake a range of other activities on campus ranging from such things as providing a BBQ to support a high school event, to the Alpine Club scaling the face of the James Hight Library. These events are actively supported, provided they are appropriate and do not interfere unduly with other campus activity.

Any club or society wishing to organise an event on campus must first obtain permission from Facilities Management. Contact details are as follows.

Group Manager, Operations	Ext 6480	chris.hawker@canterbury.ac.nz
Group Manager, Planning	Ext 6839	lindsayc.hampton@canterbury.ac.nz
FM Assist	Ext 6400	fmassist@canterbury.ac.nz

4. Non University Organisations

From time to time, organisations not directly affiliated to the University may wish to undertake activities on campus. In most cases, these organisations provide a valuable resource to our campus community by highlighting national and international issues and by providing information and opportunities to those who are interested.

Permission for these activities must be obtained from Facilities Management in all instances. Any organisation undertaking activities on campus which are not authorised will be advised to leave the campus immediately and future permission may not be forthcoming. Permission will be forthcoming provided that:

- The organisation involved is clearly identified
- The activities are appropriate and beneficial to the campus community and their aims compatible with their presence on the University
- There is no harassment or coercive practice and the organisers are accountable for the behaviour of their members (refer to behavioural standards section)
- The activities are undertaken in accordance with the permission given
- If necessary, appropriate insurance provisions are in place and recorded.

5. Advertising

Advertising material is only permitted in the following forms:

- Poster Bollards. The UCSA controls the use of all poster bollards on campus. Please contact the UCSA Clubs Officer for further information;
- Notice Boards. There are numerous notice boards around campus. These are for the use of everyone on campus and consequently these must be used in a reasonable manner. Multiple copies of the same poster/notice etc are not permitted;
- Chalking is permitted but only on pathways external to building eaves (i.e. pathway must be exposed to rain effect) and excluding cobblestone areas;
- Commercial advertising is not permitted on campus in any form.

Note: Walls, windows, doors, building columns/pillars etc are not available for advertising in any form. If this occurs, the responsible party will be advised to immediately remove the items/markings and if this is not undertaken, a contractor will be engaged to remove it at the expense of the responsible organisation.

6. Behavioural Standards

The University of Canterbury is an institution in which our people are valued and as such it is our intention to provide a safe and secure environment on campus for all staff, students and visitors.

To support this, the following guidelines are provided to clarify the behavioural standards which are to be followed by any group using the University campus.

- Acknowledge and respect the activities of other people in the vicinity of your activity.
- Clearly and unambiguously identify who you are and whom you represent.
- Respect the rights of any person to refuse any information or interaction.
- Do not engage in debate which results in the views of others being simply dismissed. Each person is welcome to his/her own views.
- Do not harass or pursue any person.
- Do not approach people, particularly people on their own, as a group.
- Do not approach people in narrow or restricted areas (i.e. walkways, bridges entry ways etc).
- Do not “con” people into believing they are being approached for a reason which is not correct (i.e. the use of “surveys”).
- Do not approach people in cafes, offices or other “private” spaces.

Please Note: If valid complaints are received regarding the activities of any group on campus, UC Security will discuss the complaint with the group leader. If the issue is not resolved, the security staff have the authority to require the activity to cease and for the group to leave the campus.

7. Clean Up

Following any event, the area used must be completely clear of rubbish and debris. Committees must ensure that a plan is in place and people arranged to ensure that this is undertaken. If UC Grounds Staff are required to clear up after an event, the convenor **will** be held liable for the cost and the condition of the ground will influence permission for any further events.

8. Accountabilities

- **Facilities Management** to ensure there is a process and clear guidelines and to support approved activities with facilities such as power when required.
- **UC Security** to ensure that the provisions of this policy are adhered to and to provide support for groups as required.
- **The Club or Society Representative** or committee to ensure the event occurs sensibly and safely and to ensure that the wider University community are not inconvenienced or distressed in any way.
- **The UCSA Clubs’ Officer** to make all clubs registered aware of this policy.

Related Policies, Procedures and Forms:

- [Campus Alcohol Policy](#)
- [Student Events on Campus Policy](#)

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