

Student Events on Campus Policy

Category: Facilities Management
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Approved By: Director, Learning Resources
Contact Person: Security Coordinator, Extn 6360

Introduction:

It is acknowledged that the social functions and activities organised by the many university clubs and societies on campus form an important part of the student experience at the University of Canterbury.

This policy is intended to provide practical steps and advice to ensure that the management of an event shall contribute towards an enjoyable and safe experience for all participants, as well as promoting a responsible attitude towards alcohol and behaviour while causing minimal inconvenience to the wider university community and to its neighbours.

Definitions:

Convenor – principle organiser of the event, often the club's president or secretary.

Events – covers BBQs, sausage sizzles, student electioneering and rallies.

Event site – identifies the location for the event e.g. the Ilam playing fields.

Advertising – refers to banners, posters, flyers and chalking.

Procedures:

1. All student events involving alcohol must be held on the playing fields between Ilam Road and Waimiari Road. There are two locations available for large groups.
 - i. The area surrounding the White Pavilion.
 - ii. The North West corner between the toilet block adjacent to Ilam Road and the tennis courts adjacent to University Hall.

Keys to the White Pavilion are available from the Recreation Centre and for the Ilam Road toilets, from Facilities Management reception.

2. All events on Ilam Fields or the Oval must be booked through the Recreation Centre, (03) 364-2987, or Ext 8441 using the Application for Hire of Grounds form, available from the Recreation Centre Administrator. It is recommended that bookings for events are made as early as possible to ensure their preferred venue is secured.

Please Note: All functions held on campus where alcohol is to be available must comply with the [Campus Drug and Alcohol Policy](#).

3. The convenor of the event must nominate two deputies and provide a minimum of three mobile phone numbers. These numbers must be provided to University Security, Ext 6888 and the convenor and deputies must remain contactable by University security staff at all times during the course of the event.
4. Minor functions involving a combined event between staff and students are permitted to be held on the Central Campus or on the Dovedale site provided that the convenor is a **fulltime staff member, will accept full responsibility for the safety and behaviour of the attendees, will be present for the full duration of the function, including the cleanup.** The only exception to this rule is for approved Club Days on campus where specific rules apply. Please refer to [Clubs & Groups on Campus Policy](#) or obtain a copy of these rules from UCSA or Facilities Management.

For functions on central campus, permission must be obtained from Facilities Management. Contact either the Group Manager – Operations, Ext 6480 or the Group Manager, Planning, Ext 6839. The convenor for the function must also seek permission from adjacent departmental neighbours to ensure their function will not cause a disruption to normal University teaching activities.

5. A commencement and completion time for an event must be nominated and strictly adhered to. All functions must cease by 10:00pm.
6. The convenor of the larger events, such as rallies and the BBQs on the playing fields, must arrange for security of the event. It is essential that there is a liaison between the events security staff and the University security staff (contact person is the Security Co-ordinator or the Site Supervisor Ext 6888 or (03) 364-2888). As a guide, the University requires large groups of up to 500 to have one security person per 100 people. For groups over 500, one additional security person per 500 people should be allocated.
7. In any event where the serving or consumption of alcohol occurs, the University's Campus Drug & Alcohol Policy must be strictly adhered to. Convenors are reminded that at any time when liquor is sold, whether it is via a subscription, a ticket or a donation, a Special Licence will be required from the Christchurch City Council. Information regarding application for a special licence can be found on the CCC website <http://www.ccc.govt.nz/liquor/>.

Allow a minimum of 10 working days for an application to be processed. **Please note that the convenor of the function must have the licence on his/her person during the event and a copy of the licence must be provided to the Security Office prior to the function commencing.**

8. Following a function, the area used must be completely clear of rubbish and debris. Please ensure you have a plan and people arranged to ensure that this is undertaken. If UC Grounds Staff are required to clear up after a function, the convenor will be held liable for the cost and the condition of the ground will influence permission for any further events.
9. Fires on University of Canterbury grounds are not permitted with the exception of preparatory work associated with Hangis and umus. These events will be subject to adequate fire safety precautions being taken. Only specific locations are available for these activities. Please contact Facilities Management for details and approval.
10. If electrical services are required on a particular site, please contact the Facilities Management Electrical supervisor, Extn 6400 who will assist. It is recommended that convenors contact the Electrical Supervisor for advice any time electricity is to be used outside buildings.
11. Clubs and societies may organise “sausage sizzles” as promotional or further fundraising activities. The standard booking procedure for events must be followed and it is recommended that before choosing a site, the adjacent campus neighbours should be consulted, particularly when setting up near another food outlet. Cleaning up the area following the “sizzle” is important, especially on paved or cobblestone areas and the condition of the area following the sizzle will influence permission for any further events.

Note: UC Security Services are responsible for safety and security on campus. If an event occurs which has not been approved or has been approved but which has created problems of any description, security staff have the authority to require the function to cease and for all persons attending the function to leave the campus.

Approved Approaches for Advertising

It is recognised that there is a need for individuals and groups to advertise their forthcoming events or rallies especially leading up to student elections. The following are approved approaches to advertising:

- **Banners** – may only be fixed to appropriate trees, light standards or buildings provided the banners and their fixings are robust and will not become insecure and a danger. Approval must be sought from Facilities Management and/or the host department before attaching them to any location.
- **Posters** – there are numerous poster bollards located at various “strategic” locations specifically for attaching advertising bollards. This must be coordinated by the UCSA. **Sticking posters to any other location is strictly prohibited.**
- **Chalking** – shall be restricted to horizontal asphalt and paved areas only and to locations where it will be easily removed by rain. **Chalking of buildings, walls and cobbled areas is strictly prohibited.**
- **Leaflet flyers** – shall not be placed on vehicles parked in University car parks.
- **Fireworks** – are not permitted on University Grounds.
- **Responsibility** – the Convenor and Committee of any activity must at all times be mindful not to create a disturbance or disruption to the University’s core operation and must take all steps possible not to cause distress or offend the University’s neighbours.
- **Club Promotions** – Clubs and Societies who wish to promote their activities during enrolment week and participate in “Clubs’ Day” must register and seek allocation of space

from the UCSA Clubs' Development Officer who will in turn cooperate closely with Facilities Management and Security. Rules pertaining to permitted activities during this time are available from the UCSA Clubs Development Officer or from Facilities Management.

- **Power Supply** – Facilities Management will, where possible, provide a power source for clubs requiring this service.

Please Note: Advertising relates to the event only and advertising alcohol or alcohol producers or suppliers, is not permitted.

Accountabilities

- **Facilities Management** to ensure there is a process and clear guidelines surrounding the student events on Campus and to provide services such as power where required, access to toilet areas on the playing fields and technical advice.
- **The Event Representative** or committee to ensure the event occurs sensibly and safely and to ensure that the wider University community and its' neighbours are not inconvenienced or distressed in any way.
- **The UCSA Clubs' Officer** to make all registered clubs aware of this policy.
- **The Recreation Centre** to act as the bookings officer for student events on Ilam Fields and to keep a record of all events that occur through the booking process and to advise Facilities Management, Grounds Department, Security and the UCSA of all upcoming events.

Related Policies, Procedures and Forms:

- [Campus Drug and Alcohol Policy](#)
- [Clubs & Groups on Campus Policy](#)
- Application for Hire of Grounds (available from Recreation Centre Administrator)

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