

## Event Management Policy

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**Approval Authority | Mana Whakaae**

Executive Director of People, Culture & Campus Life

**Contact Officer | Āpiha Whakapā**

UC Security Manager – People, Culture & Campus Life

### Introduction | Kupu Whakataki

This document provides information about how the University manages events and gatherings on campus.

### Definitions | Tautuhinga

**Campus** – any indoor and/or outdoor spaces owned or controlled by the University, including all University property, vehicles, field stations, regional campuses and centres and extends to all activities under the general control of the University.

**Event(s)** – a planned or unplanned gathering of people, or a campaign or similar, where the Campus is used to undertake social, educational, promotional or campaign activities outside of usual teaching, learning or operational activities.

**Event Organiser** – may be an internal person or group, or an external person or group that is responsible for arranging or undertaking an Event on Campus.

**UCSA Environs** – all grounds controlled by an external body or organisation under agreement with the University.

**University** – the University of Canterbury.

### Policy Statement | Kaupapa Here

The University will permit certain types of Events under certain conditions outlined in this policy.

This policy establishes a set of standards and procedures for the management of permitted Events held on Campus and applies to all persons or groups organising or attending Events on Campus.

The scope of this policy applies to Events that have one or more of the following characteristics:

- Tickets or another form of proof of entry requirement.
- Externally sponsored, marketed or managed.
- Requires or attracts additional support or resources such as cleaning, security, facilities or car parking.
- Requires a form of licence, permit or consent.
- Attended by, or visible to, non-staff or students on Campus.
- Requires a contract or contracts to proceed.

Where it is unclear whether an Event has one or more of the characteristics above or has other characteristics that may warrant this policy being applied, UC Security (at its discretion) may either exempt the Event from the scope of this policy or apply this policy in whole or in part.

The University of Canterbury Student's Association (UCSA) is also required to manage Events in, or within the environs of, Haerua Road in a manner consistent with this policy.

## **General**

- (a) Events must only be approved by those with the relevant University delegated authority and must be approved during the planning phase and prior to the Event taking place.
- (b) Only appropriate and compliant Events may be held on Campus (including the grounds of the Ilam campus, Dovedale, field stations and the Arts Centre). Any Event that impacts on or disrupts usual University activities, such as teaching, may be declined.
- (c) University facilities are normally reserved for University-related activities. They may be made available to third parties for Events that are not associated with the University's usual business.

The following prioritisations will occur:

- i. Academic activities over non-academic activities (this may include some academic conferences).
- ii. Formal examinations over other academic activities.
- iii. University-related activities over non-University related activities.

- iv. Teaching over other activities during the University's standard timetabling hours within teaching periods, as defined in the [Course Timetabling Principles and Guidelines](#).
  - v. Core Events over any other ad hoc bookings. These will be subject to lecture theatre requirements and booking dates that have already been submitted to the Timetable Unit.
- (d) Venues on Campus to hold Events include both outdoor spaces and indoor spaces. UC Security will advise on permissible locations to hold Events.
  - (e) Events must be arranged and carried out in accordance with this policy, booking procedures, instructions and other applicable University policies.
  - (f) All Events within the scope of this policy require an [Event Notification Form \(Staff Intranet\)](#) to be completed and submitted to [bookings@canterbury.ac.nz](mailto:bookings@canterbury.ac.nz). This form can also be requested via email from [bookings@canterbury.ac.nz](mailto:bookings@canterbury.ac.nz). There will be no rights afforded to the applicant to enter or use the Campus or its facilities until such time as approval is given to hold the Event.
  - (g) Venue booking will only occur once an Event has been approved.
  - (h) Only security providers approved by UC Security may be used for Events on Campus. Contact UC Security via [security@canterbury.ac.nz](mailto:security@canterbury.ac.nz) for a list of approved security providers. All security costs for the Event are the responsibility of the Event Organiser.
  - (j) Repairs or replacement costs of any damage caused to UC buildings or equipment by Event Organisers or guests during the period of an Event will be charged to the organiser of the event.
  - (j) For any Event where the Event Organiser is external, the Event Organiser must agree to the University's terms and conditions of use, or where required by the University, an appropriate contractual agreement.
  - (k) Any unauthorised Event on Campus grounds, or Events which breach this policy, may be ended immediately by UC Security or another holding delegated authority, and attendees dispersed. Future approval to host the same or similar Events may not be given.
  - (i) All Events held on Campus must comply with all current Government and Ministry of Health regulations and guidelines.

## Behavioural Expectations at Events

The University is an institution where people are valued and as such its intention is to provide a safe and secure environment on Campus for all staff, students and visitors.

To support this, and in addition to any applicable policies or regulations that may apply, the University expects that any group or person using the University Campus for an Event and every attendee at the Event, **must**:

- acknowledge and respect the activities of other people in the vicinity of the Event;
- clearly and unambiguously identify who they are (including providing ID upon request) and whom they represent;
- show respect toward the views of others – all persons are welcome to their own views;
- not harass, bully or pursue any person; and
- undertake Events in accordance with the permission given.

In addition to the above, groups undertaking Events on campus **must not**:

- approach people, particularly people on their own, as a group;
- approach people in narrow or restricted areas (e.g. walkways, bridges, entry ways etc.);
- misrepresent the reason for any approach or activity being undertaken (e.g. the use of “surveys”); and
- approach people in cafes, offices or other “private” spaces.

*Please note: If valid complaints are received regarding the activities of any group on Campus, or if a health and safety issue is identified in respect of the Event, UC Security will discuss the complaint or issue with the group leader. If the issue is not resolved to the satisfaction of UC Security, security staff have the authority to require the activity to cease and for the group to leave campus.*

Poor behaviour at Events by students or staff may result in disciplinary action being taken by the University. External Event Organisers may find that future requests to hold Events are declined.

UC Security are charged with the safety and security of the University and all persons on Campus. If a disturbance occurs on Campus, UC Security have the authority to require the Event to cease and the participants to leave Campus. Failure to comply may result in trespass action being taken.

## Advertising

Commercial advertising and alcohol advertising is prohibited on Campus (see exceptions regarding alcohol advertising outlined in the [Campus Drug and Alcohol Policy](#)). Other than commercial advertising, advertising or promotional material is only permitted on the following:

- Poster bollards – the UCSA controls the use of all poster bollards on Campus. Please contact an UCSA events coordinator for further information.
- Notice boards – there are numerous notice boards around Campus. These are for the use of everyone on Campus, with UCSA pre-approval, and must be used in a

reasonable manner. Excessive copies of the same poster, notice or other advertisement are not permitted.

- Chalking is permitted but only on pathways external to building eaves (i.e., pathway must be exposed to rain); not cobblestone areas nor the concourse between Puaka – James Hight and Matariki. Chalking content must adhere to University policies and procedures
- Leaflets or flyers shall not be placed on vehicles parked in University car parks.

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

If any club, society or Event Organiser is unclear of what is acceptable regarding the advertising of alcohol, or any promotional activity, UC Security must be consulted prior to the Event to prevent any misunderstanding. All advertising and promotional material must adhere to University policies and procedures.

## **Events with Alcohol**

- a) Any group or person wishing to hold an Event on Campus where alcohol is available must obtain permission via approval of an [Event Notification Form \(Staff Intranet\)](#) as available from [bookings@canterbury.ac.nz](mailto:bookings@canterbury.ac.nz).
- b) All Events involving alcohol must comply with the [Campus Drug and Alcohol Policy](#).
- c) No Events will be permitted where the consumption of alcohol is the primary or predominant reason for the Event. Activities during Events that promote the excessive consumption of alcohol are not permitted.
- d) Any costs incurred in meeting the costs relating to the sale and supply of alcohol and this policy are the responsibility of those incurring such costs.
- e) All Event Organisers are responsible for ensuring their Event complies with relevant University policies, regulations and legal requirements and obligations.
- f) At all Events where alcohol is sold, food must be:
  - i. conveniently available,
  - ii. in sufficient quantities, and
  - iii. at reasonable prices that comply with licensing requirements.

Non-alcoholic options must also be available at greater or equivalent quantities as alcoholic beverages, and water must be continuously available and complimentary.

- (g) University Security, Police, licensing inspectors or other applicable agencies may require the licensee to provide licenses relating to the sale or supply of alcohol for

viewing at any time.

- (h) Self-catered student Events (where alcohol is supplied **but not sold**) are permitted on Campus when supported by a staff member who will be present throughout the function and ensures compliance with Alcohol.org.nz's [Host Responsibility Guide \(Te Hiringa Hauora/Health Promotion Agency website\)](#).

## Events with Alcohol Procedures

Permission is only valid upon approval of an [Event Notification Form \(Staff Intranet\)](#), also available from [bookings@canterbury.ac.nz](mailto:bookings@canterbury.ac.nz), and there will be no rights afforded to the applicant to enter or use the Campus or its facilities until such time as approval is given.

For Events involving an excess of 60 people, the [Event Notification Form \(Staff Intranet\)](#) must explain how the Event will be run and if a special licence has been applied for. There will need to be a licenced duty manager and security arrangements will need to be clearly noted in the form.

Depending on the size of the Event, Facilities Management, Police, Christchurch City Council and public health agencies may determine that a pre-Event briefing with the applicant is required.

Any Event providing alcohol for sale is required to have a minimum of two security officers for the first 100 guests and one security officer for every additional 100 guests.

## Cultural Activities

The use of hangi and umu will be subject to adequate fire safety precautions being taken. Only specific locations identified by UC Security are available for these activities.

## UCSA Clubs and Societies

- (a) Clubs, societies and the UCSA are responsible (just like other Event Organisers) for ensuring all their Events are managed in a manner consistent with the policies and procedures of the University and legal requirements.
- (b) As per the [Campus Drug and Alcohol Policy](#), advertising of alcohol is prohibited with limited exceptions. For certain club sponsors during Clubs Days, permission to advertise their product may be given in certain circumstances.
- (c) Any Event held by a club or society must also comply with instructions issued by UC Security.

## Procedures

- (a) All Clubs Day activities must be booked through the UCSA Clubs Development Coordinator in charge of Clubs Day (ext 91759) who will confirm the arrangements



with Campus Services. Clubs must liaise with the UCSA and UC Security regarding dates to host Clubs Days. The UCSA and UC Security must agree to the dates. Location and sites will be determined by UC Security and must be approved in advance before an [Event Notification Form \(Staff Intranet\)](#) is submitted.

- (b) Any club or society wishing to organise an Event on Campus, other than on Clubs Days, must first obtain permission from Security Services in accordance with this policy. The UC Security Manager ([University Security website](#)) should be approached in the first instance.

## Related Documents and Information | He kōrero anō

### UC Policy Library | Te Pātaka Kaupapa Here

- [Campus Drug and Alcohol Policy](#)
- [Course Timetabling Principles and Guidelines](#)
- [Staff Code of Conduct](#)
- [Student Code of Conduct](#)

### UC Website and Intranet | Te Pae Tukutuku me te Ipurangiroti o UC

- [UC Security Contact Us \(University Security website\)](#)
- [Event Notification Form \(Staff Intranet\)](#) or request the form from [bookings@canterbury.ac.nz](mailto:bookings@canterbury.ac.nz)
- [Facilities \(University Life at UC website\)](#)

### External | Mōwaho

- [Host Responsibility Guide \(Te Hiringa Hauora/Health Promotion Agency website\)](#)
- [University of Canterbury Students' Association \(UCSA\) website](#)

## Contact Information

The following person may be approached on a routine basis in relation to these procedures: UC Security Manager **0800 823 637** or internally on **ext 93776**.

Contact [events@canterbury.ac.nz](mailto:events@canterbury.ac.nz) regarding events or functions that are within usual teaching, learning or operational activities.

Document History and Version Control Table			
Version	Action	Approval Authority	Action Date
<i>For document history and versioning prior to 2013 contact <a href="mailto:ucpolicy@canterbury.ac.nz">ucpolicy@canterbury.ac.nz</a></i>			
1.00	Policy inception, consolidating <i>the Clubs and Groups on Campus, Student Events on Campus Procedures.</i>	Executive Director, People Culture & Campus Life	Jan 2022
2.00	Scheduled review.	Policy Unit	Dec 2022

**This policy remains in force until it is updated**