

Student Events on Campus Procedures

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Approval Authority	Executive Director, Learning Resources
Contact Officer	Security and Campus Community Support Manager - Learning Resources

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 document 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 and to its neighbours.

Definitions

Advertising – Banners, posters, flyers and chalking.

Clubs and societies – groups affiliated to the University of Canterbury Students' Association (UCSA).

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

Events – Covers barbeques, sausage sizzles, student electioneering and rallies.

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

UC Security – University of Canterbury Security Section.

Procedures

1. All student events involving alcohol are to be held on the playing fields between Ilam Road and Waimairi Road, unless another location has been agreed to in writing by the Campus Services Manager.

The location available for large groups on the fields, is the area surrounding the White Pavilion

Keys to the White Pavilion are available from the UC RecCentre

2. All events on Ilam Fields must be booked through the [UC RecCentre \(University RecCentre website\)](#), 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 \(PDF, 215KB\)](#)

3. For an event to be approved on campus a club must complete a 'UC Event Notification Form' (ENF), which may be obtained from the UCSA. To complete the approval process a member of the UCSA Events Team will review the completed form and subsequently pass it on to UC Security for approval. The event may only proceed once approval has been granted by UC Security. The club will receive official notification from the UCSA regarding approval. The individuals detailed on the ENF must be contactable at all times during the event.
4. Clubs wishing to organise "sausage sizzles" as promotional or further fundraising activities must follow the same booking process outlined above.
5. 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 **full time staff member, will accept full responsibility for the safety and behaviour of the attendees, and will be present for the full duration of the function, including the clean-up.** The only exception to this rule is for approved Club Days on campus where specific rules apply. Please refer to [Clubs and Groups on Campus Policy \(PDF, 215KB\)](#) or obtain a copy of these rules from UCSA or Booking Office. All bookings for minor events will need to be made via the [Booking Office](#) located at 114 Ilam Road.

For minor functions on central campus, the Booking Office will obtain permission from the [Manager Security & Campus Community Support \("Manager" on University Security website\)](#).

For major functions permission must be granted by either the [Campus Services Manager](#), or the [Group Manager, Engineering Services](#).

The convenor for the function must also seek permission from adjacent departmental neighbours to ensure their function will not cause disruption to normal University teaching activities.

6. A commencement and completion time for an event must be nominated and strictly adhered to. All functions must cease by 10:00pm.
7. The convenor of the larger events, such as rallies and the barbeques on the playing fields, must arrange for security of the event. It is essential that there is a liaison between the event's security staff and the [UC Security staff \(University Security website\)](#) (contact person is the Manager or a Supervisor)

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.

8. In any event where the serving or consumption of alcohol occurs, the University's [Campus Drug & Alcohol Policy \(PDF, 215KB\)](#) 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, an application for a [Special Licence \(Christchurch City Council Special Licence webpage\)](#) will be required from the Christchurch City Council (CCC). Further information regarding alcohol licensing in Christchurch can be found on the [CCC Alcohol licensing webpages \(CCC website\)](#)

Allow a minimum of **20 working days** for an application to be processed.

The convenor of the function must have the appropriate licence on his/her person during the event and a copy of the licence must be provided to the UC Security Office prior to the function commencing.

9. 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.
10. Fires on University grounds are not permitted with the exception of preparatory work associated with hāngi and umu. These events will be subject to adequate fire safety precautions being taken. Only specific locations are available for these activities. Please contact [UC Security \(University Security website\)](#) or *Engineering Services* for details and approval.
11. If electrical services are required on a particular site, please contact the [Engineering Services Electrical supervisor](#), who will assist. It is recommended that convenors contact the Electrical Supervisor for advice any time electricity is to be used outside buildings.

Note: UC Security is responsible for safety and security on campus. If an event occurs that has not been approved or has been approved but which has created problems of any description, UC 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 unsecured and a danger. Approval must be sought from UC Security or Engineering Services 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 that wish to promote their activities during Orientation and/or Winterlude (Re-Orientation) and participate in “Clubs’ Day” must register and seek allocation of space from the UCSA Events Coordinator, who will in turn cooperate closely with UC Security. Further details regarding Clubs’ Days may be obtained from the UCSA.
- **Power Supply** – Engineering Services will, where possible, provide a power source for clubs and societies requiring this service.

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

Accountabilities

- **Campus Services/UC Security/Booking Office** to ensure there is a process and clear guidelines surrounding student events on campus, and to allow authorised access as required.
- **Engineering Services** to provide services such as power where required 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 Event Coordinator/s** to assist and work closely with UC Security to ensure the booking process for events on campus is followed and promoted to clubs and societies.
- **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 Documents and Information

UC Policy Library

- [Campus Drug and Alcohol Policy \(PDF, 215KB\)](#)
- [Clubs and Groups on Campus Policy \(PDF, 197KB\)](#)

University Website and Intranet

- [Application for Hire of Grounds \(available from the UC Rec Centre\) \(University Rec Centre Website\)](#)

External

- [Application for a special licence \(CCC website\)](#)
- [CCC Alcohol licensing webpages \(CCC website\)](#)

Document History and Version Control Table			
Version	Action	Approval Authority	Action Date
<i>For document history and versioning prior to 2013 contact ucpolicy@canterbury.ac.nz</i>			
1.00	Converted document into new template and pushed out.	Policy Unit	Sep 2013
1.01	Updated hyperlinks	Policy Unit	Nov 2013
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