

## Event Management Policy

<b>Last Modified   Nōnahea i Whakarerekē</b>	December 2022
<b>Review Date   Rā Arotake</b>	February 2026
<b>Approval Authority   Mana Whakaae</b>	Executive Director of People, Culture & Campus Life
<b>Contact Officer   Āpiha Whakapā</b>	UC Security Manager – People, Culture & Campus Life

### Introduction | Kupu Whakataki

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

### Definitions | Tautuhinga

**Campus** – includes all University property, including vehicles, field stations, regional campuses and centres and extends to all activities under the general control of the University.

**Events or functions** – a planned gathering of people, where the campus is used to undertake social, educational or promotional 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 or function on campus.

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

### Policy Statement | Kaupapa Here

The University will permit certain types of events or functions under certain conditions outlined in the policy.

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

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

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

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

The University of Canterbury Student's Association (UCSA) are also required to manage events or functions in, or within the environs of, Haerae Roa in a manner consistent with this policy.

## **General**

- (a) Events or functions must only be approved by those with the relevant 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 arts centre). Any event that impacts on 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 \(PDF, 230KB\)](#).
  - 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 or functions include both outdoor spaces and indoor spaces. UC Security will advise on permissible locations to hold events or functions.
  - (e) Events or functions must be arranged and carried out in accordance with this policy, booking procedures, instructions and other applicable University policies.
  - (f) All events or functions within the scope of this policy require an [Event Notification Form \(ENF\) \(University Security website\)](#) to be completed and submitted to [bookings@canterbury.ac.nz](mailto:bookings@canterbury.ac.nz).
  - (g) Venue booking will only occur once an event or function 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 or function on campus grounds, or events or functions 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 or functions held on campus must comply with all current Government and Ministry of Health regulations and guidelines.

## **Behavioural Expectations at Events or Functions**

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 or function

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

In addition to the above, groups undertaking social, promotional or educational activities 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, UC Security will discuss the complaint with the group leader. If the issue is not resolved, security staff have the authority to require the activity to cease and for the group to leave campus.*

Poor behaviour at events or functions 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 or functions are declined.

## **Advertising**

Commercial advertising and alcohol advertising is prohibited on campus (see exceptions regarding alcohol advertising outlined in the [Campus Drug and Alcohol Policy, PDF 189KB](#)). Other than commercial advertising, advertising material is only permitted on the following:

- Poster bollards – the UCSA controls the use of all poster bollards on campus. Please contact the UCSA Events Coordinator/s for further information.
- Notice boards – there are numerous notice boards around campus. These are for the use of everyone on campus 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.
- 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, UC Security must be consulted prior to the event to prevent any misunderstanding.

## **Events with Alcohol**

- a) Any group or person wishing to hold an event or function on campus where alcohol is available must obtain permission via approval of an ENF.
- b) All events or functions involving alcohol must comply with the [Campus Drug and Alcohol Policy \(PDF, 189KB\)](#).
- c) No events or functions will be permitted where the consumption of alcohol is the primary or predominant reason for the function. Activities during events or functions that promote the excessive consumption of alcohol are not permitted.

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 or function to cease and the participants to leave campus. Failure to comply may result in trespass action being taken.

- 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 or function complies with relevant University policies, regulations and legal requirements and obligations.
- f) At all events or functions where alcohol is sold, food must
  - i. be conveniently available,
  - ii. be in sufficient quantities, and
  - iii. be 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 or functions (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 ENF 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 or functions involving an excess of 60 people, the ENF 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 ENF.

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

- (a) 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 or functions 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 \(PDF, 189KB\)](#), 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 or function 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 ENF is submitted.

- (b) Any club or society wishing to organise an event on campus other than Clubs Day 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 \(PDF, 189KB\)](#)
- [Course Timetabling Principles and Guidelines \(PDF, 230KB\)](#)
- [Staff Code of Conduct \(PDF, 481KB\)](#)
- [Student Code of Conduct \(PDF, 303KB\)](#)

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

- [UC Security Contact Us \(University Security website\)](#)
- [Event Notification Form \(ENF\) \(University Security website\)](#)
- [Facilities \(University Life at UC website\)](#)

### External | Mōwaho

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

## 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.

<b>Document History and Version Control Table</b>			
<b>Version</b>	<b>Action</b>	<b>Approval Authority</b>	<b>Action Date</b>
<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**