

Policy History
<b>Policy No.</b> BP2
<b>Approving Jurisdiction:</b> President
<b>Administrative Responsibility:</b> Vice President Finance and Administration
<b>Effective Date:</b> January 2004

## Student Events Held on University Premises Policy

The University recognizes that occasionally the Student Association and/or other organized student groups may wish to conduct events for students on Campus. These events may be permitted providing that

1. the event does not disrupt other University activities or interfere with access to University properties;
2. the sponsoring group receives prior approval from the Dean/Student Services and assumes full responsibility for managing the event in accordance with University policies and procedures, including Policy BP1 Student Events Involving the Consumption of Alcohol.

### PROCEDURAL GUIDELINES

1. Form BP2a Application for Student Events must be submitted to the Dean/Student Services at least two weeks prior to the date of the event.
2. The Dean/Student Services will consult with the Vice President, Academic and/or the Vice President, Finance and Administration and Facilities Manager, as required, prior to approval.
3. If the event is approved/disapproved the Dean/Student Services,
  - a. will advise the "sponsoring group", the appropriate Facilities Manager and Vice-President;
  - b. may establish a maximum attendance for the event;
  - c. may restrict the time during which an event can be conducted;
  - d. may, in advance, cancel the event if in his/her opinion the safety or security of students, employees or University property is jeopardized;
  - e. may request written procedures for event organizers/workers;

- f. if deemed necessary will provide appropriate security which will be paid for by the "sponsoring group".
4. While the event is in progress, if University security personnel determine that the safety or security of students, employees or University property is jeopardized, they are authorized to take actions to control or stop the event. Every Kwantlen Polytechnic University employee has an obligation to report any information that is important to the safety and security of Kwantlen Polytechnic University and/or its students and employees.
5. The "sponsoring group" will
  - a. name a manager of legal age for the event who must be present during preparation for the event, throughout the entire event itself and during any clean-up or other activities following the event;
  - b. be financially responsible for **bodily injury, property damage or unspecified damage(s)** resulting from the event as identified by the University;
  - c. be financially responsible for any additional clean-up required as a result of the event;
  - d. be financially responsible for any security services.
6. No event will be permitted by the University unless an BP2b Indemnity Agreement is first provided by the Student Association.

#### **RELATED POLICIES:**

*BP1 Student Events Involving the Consumption of Alcohol*

*BP2a Application for Student Event (Attachment to Policy No. BP1 and BP2)*

*BP2b Indemnity Agreement (Attachment to Policy No. BP1 and BP2)*

*SR1 Consumption of Alcoholic Beverages & Non-Medical Use of Drugs on University Premises*

*ST7 Student Conduct (Non-Academic)*