



UNIVERSITY OF VENDA

POLICY ON STUDENT EVENTS

APPROVED POLICY

VERSION NUMBER	DATE (dd.mm.yyyy)	AUTHOR	DESCRIPTION	REVIEWED AND APPROVED BY	APPROVAL DATE
SA 1. 01	18.06.2012	Rev TS Nedohe	Original	Council	14.09.2012
SA 1. 02					
SA 1. 03					

Date stamp and signature by the Vice - Chancellor and Principal

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This policy and its rules, guidelines and procedures replace all previous policy and/or circulars pertaining to student events

1. Policy on Student Events

It is the policy of the University of Venda to promote a learning environment where students will be able to interact through the planning, organising and hosting of student events.

2. Objectives

This policy seeks to guide in the planning, organising, hosting and presentation of student events.

3. Definitions

3.1 Student Events

Include all events that will be sponsored, planned, organized, hosted and presented by recognized student organisations, project groups, radio stations, newspapers, structures, societies, associations, sport clubs, residence groups, academics and class and student groups.

3.2 Open and Closed Events

Events are classified as open events and closed events.

3.3 Open student life events

Open events are those where after the necessary approval procedures were followed, a recognized student group will host events for the general student body and invited guests.

3.4 Closed student life events

Closed events are those at which all attendees will be specifically invited and known prior to the planned event. Such events shall be limited to the registered members and invited guests of the specific recognized group.

3.5 Small Scale events

Small scale events are those events that will be limited to an attendance of not more than 150 persons at any given time.

3.6 Large Scale Events

Large-scale events will be aimed at attracting a large number of non-students, students from across sections of Schools and broader society.

3.7 Public Events

Public events are events aimed at attracting students from across sections of Schools and students from other institutions or members of the broader society.

3.8 Off Campus Events

Off campus events are events organized outside the university premises that will be sponsored, planned, organized, hosted / presented by recognized student organisations, project groups, radio stations, newspapers, structures, societies, associations, sport clubs, residence groups, academics, and class and student groups. All university policies and regulations aligned to the regulations of acquired facilities will be applicable to the organisers and participants of off campus student events.

3.9 Recognised Student Organisations

Recognised Student organisations, groups, clubs, societies and structures are those who applied for and received official recognition status by following the applicable procedures for registration via the Student Affairs offices.

3.10 University Facility

A University facility is one that is owned or rented by the university for the primary purpose of hosting academic, social, and residential, sports and recreational education or any activity that is noncommercial in nature. Office space will be excluded from this provision.

3.11 University Organisation

A University organisation is an organisation whose membership is limited to students, academics, administration, Service staff or alumni of UNIVEN.

3.12 Student Organisations

Student organisations refer to officially registered University societies, clubs, committees and groups.

3.13 University Community

Members of the University community are persons who are currently students, academic members, administration, Service staff or alumni of the University Of Venda.

4. Rules

- 4.1 All recognized student organisations and university departments/ units will be allowed to host student events within University Of Venda facilities notwithstanding provisions of 4.2.
 - 4.2 External bodies who wish to host an event for students (either in collaboration with or without the SRC or any student organisation) should apply in writing to the Head: Student Governance and Accommodation, who will make a recommendation to the office of the Director: Student Affairs for final approval.
 - 4.3 Students wishing to plan any event shall formally meet with the dedicated student affairs practitioner/ SRC at least one month in advance of the scheduled event for planning.
 - 4.5 The hosting student organisation must ensure that the venue where the event will be hosted has a liquor license if alcoholic beverages will be served or sold during the event. This should be done in terms of the provisions of the Policy on the Consumption of liquor on University of Venda Premises.
 - 4.6 The Applicant(s)/applicable office bearers must consult with the Head: Security and Risk management, to determine the number of safety officers needed to ensure safety at an event. Any additional cost for security services will be for payment by the applicant(s)/applicable office bearers.
4. All student organisations should attend the annual orientation training, to ensure compliance with university rules and procedures on Student activities

5. Procedures

These procedures for Student events will ensure that:

- 5.1 All registered and recognized student structures can host and organize student events notwithstanding the provisions listed under 4.2.
- 5.2 Records pertaining to student activities, groups, officials, and events planning documents are made available at Student Affairs.
- 5.3 Procedures are followed by all Students.
- 5.4 Proper safety and event management procedures are followed.
- 5.5 That the approval of events, activities, contracts, venue bookings and alcohol consumption within University premises are aligned and managed.
- 5.6 All events are professionally planned, organized, managed and assessed by the applicable stakeholders.

6. Use of University Facilities for Events

- 6.1 To use any of the University of Venda's facilities the applicable booking form must be completed in full and submitted in time as prescribed in the Policy for the rental of University of Venda facilities.
- 6.2 The use of campus facilities for student events held in lecture halls, outdoor venues, sports, recreational facilities must be coordinated through the Assistant Registrar: Auxiliary Services. Approval and non approval of an event will be based on the following criteria:
Whether or not there are any known scheduling conflicts.
Whether or not the proposed activity poses a risk of danger or injury to persons, or damage to property and / or to the orderly operation of the University.
- 6.3 In the event that the directorate /department managing the venue disapproves a request for the use of the facility, the student organisation may request that the Director: Student Affairs intervenes for the review of the decision.
- 6.4 The Assistant Registrar: Auxiliary Services and the Office of Student Governance and Accommodation have the authority to disapprove or cancel an event should the event pose a risk to people or property.
- 6.5 The use of University facilities shall by outsiders should be accompanied by a refundable deposit to cover for damages or cleaning of venues afterwards. Deposits shall be charged in terms of the approved university tariffs.

7. Application Process

- 7.1 The student organisation must apply to the Student Governance and Accommodation offices using the applicable forms stating the purpose of the event, proposed date and venue.
- 7.2 Where applicable the SRC should recommend the approval together with the designated Student Affairs practitioner, who will assist with the planning of the event and ensure that the project plan is completed.
- 7.3 Where sponsorship and /or donations will be sought for the event, the student organisation should submit the approved project plan to the Head: Student Governance and Accommodation who will assist in the fundraising according to the relevant policies in this regard.
- 7.4 Where the organizing of the event will be outsourced, permission must be sought by the Student organisation/SRC from the Director: Student Affairs. The Vice Chancellor, his/her designate will be the only person who will sign the service agreement Contract.

8. Contraventions

- 8.1 Any individuals or student organisations found to have violated the University policies, rules, regulations, or standards of conduct either in the planning of an event or during the event, shall be subjected to a range of disciplinary actions as contemplated in the University of Venda rules and regulations.