



## EVENT POLICY

KIMEP University is committed to maintaining friendly environment to intellectual and personal development of students and to the safety as well as welfare of all members of the campus. KIMEP U is committed to have student oriented campus and allows student organizations the freedom to plan, organize and implement events (that does not violate the KIMEP Charter and KIMEP U's mission), allowing the students the ability to achieve positive social interaction, important organizational skills and teach to take responsibility for their initiatives/activities.

The following policies have been developed in order to assist student organizations (following Event Host) and deal with concerns regarding to organization of event on campus. Before starting to plan your event, please get acquaint with [event planning guide \(checklist\)](#) and be sure that it is shared with every member of your organization.

The full cooperation of the student organization in implementing these guidelines will ensure continuation of **major** student events on campus. The organization's president and members, representatives of SSD and Office of Student Affairs must have a pre-event meeting no later than one week prior to the event to discuss procedural matters such as serving time, the program of event, security issues and etc.. Failure to have this meeting will may result in the cancellation of the event.

## EVENT HOST

Event host is the person (rep of student organization) or student organization in charge of the event and who will be responsible for the organization of event on campus. Event host should be present throughout the entire event and be sure that certain guidelines/plans/procedures are implemented.

## EVENT GUESTS

The administration encourages events on the campus to target KIMEP University students. However:

- Security shall be provided for any event that occurs after normal business hours and the Head of Security will determine the appropriate security measures.

- Upon entrance to any event on the campus, KIMEP University security reserves the right to ask for official identification of any participant, including members and their guests. In the event, that such a request is made and the participant does not have such identification, security has the right to refuse entrance of the person.
- Non-KIMEP University participants must be invited by an acknowledged member in order to be admitted to KIMEP University events, and members and their guests must seek admittance into the event at the same time.
- Guests will not be admitted separately from their acknowledged KIMEP University host. It is the responsibility of the Event Host to make sure that all participants are obeying KIMEP University rules and regulations. In other words, Event Host will be responsible for any unacceptable or unethical behaviour of their guests as if the members themselves misbehaved. This rule will be strictly enforced.
- The Event Host must provide a registration list for all guests. Prior to admittance to the event, Security must verify the identity of both the member and the guest(s) and record this information on the registration list. When Security is satisfied and sees no obvious grounds for refusal of admittance, only then will the guest be admitted.
- KIMEP University Security discretion and judgments in these regards are final. Only members who bring guests will be required to sign this list jointly with their accompanying guests. All other members are free to enter the event after they have been identified as a member. If there are no gross violations at the event, then the list will be returned to the Event Host following the conclusion of the event.

## **EVENT SPONSORSHIP**

Any outside organizations that want to involve themselves in the activities and events of KIMEP students will require explicit written permission of Office of Student Affairs and Corporate Development Department. Event host (student organization) should provide the list of sponsors beforehand (please check checklist) if sponsors of student events need to post supporting publicity materials (or any other) on the campus will require an explicit written permission of MCPR, CDD and SA.

## **EVENT AND KIMEP UNIVERSITY FACILITIES**

The use of KIMEP University facilities for activities and events is considered as a privilege. Therefore, any conduct that in any way deliberately vandalizes or damages property; poses risks to staff, faculty or students; and, in general, is not adult or professional behaviour will not be tolerated.

Unacceptable behaviour includes but not limited to fighting, shouting, theft or destruction of property, or any use of facilities other than their intended purposes.

Under no circumstances will facilities be used for political and religious activities, such as political party and religious meetings, political and religious events, or for discussion on political and religious matters. The policy is not aiming to restrict the freedom but only to protect KIMEP University property, members, and their guests.

The following rules must be followed by any event held using facilities and will be strictly enforced.

- Students, student organizations, faculty or staff may use facilities for any event they choose.
- AVP/Director of Student Affairs must be notified at least two weeks in advance of any plans to conduct an event on campus.
- The administration reserves the right to refuse usage of facilities to any entity for any event.
- The Commandant of a particular facility is the official point of contact for the particular event and remains so up until the time of the event. It is the responsibility of the Commandant of the particular facility to ensure that all procedures have been correctly followed.
- From the start of the event until the end of the event the Event Host is legally responsible for anything that happens.
- At the time of the request of use of facilities the Event Host must sign the Event Description Form. These forms will identify the person or persons in charge of the event and who will be legally responsible should anything wrong occur.

## **EVENT AND EQUIPMENT CONSTRUCTION**

Installation or construction of any structure such as tent, stage, signs, or other markers requires the approval of the Office of Student Affairs and forwarded to Support Services Division to attract needed personnel.

## **EVENT SAFETY AND BEHAVIOR RULES**

### **FIRE SAFETY**

The presence and/or utilization of combustible substances or incendiary devices in **ANY** form are **STRICTLY PROHIBITED**. Any violation of this policy may result in immediate termination of the event by the **Security, Commandant, and/or coordinator**. Event host and student organization may be subject to disciplinary action for violation of this policy.

### **NOISE LEVEL**

To minimize the disruption of academic and administrative activities, music, amplified sound or other loud noise is not permitted in Academic buildings.

Office of Student Affairs shall grant permission for on campus events, whereas events in academic buildings require the permission from academic units located in that building.

All noise should be kept at a reasonable level and University officials may require event organizers to change the volume to a specific lower level or turn off the event if it disrupts academic or administrative activities.

## **SMOKING AND ALCOHOL CONSUMPTION**

According to State and University rules, consumption, advertisement, and distribution of alcohol beverages as well as smoking are not allowed on University campus. This policy must be strictly followed at all student events and activities on campus. University has the authority to prohibit attendees from bringing alcoholic beverages to any University event.

In case of gross violations, security guards, faculty or staff member who become a witness shall make a formal report to the Student Affairs Disciplinary Committee.

**If on duty security guard is unable to manage attendees behaviour he/she has the right to contact the appropriate law enforcement authorities without further consideration.**

## **EVENT HOST RESPONSIBILITIES**

The responsibilities of hosting an event on campus include, but not limited:

- Comply with all KIMEP University policies and procedures
- Be the primary contact for making reservations and arrangements for all space being used for the event, support, and equipment services
- Be present at all times during the event, and respond to any problems or complications that may arise
- Inform administration about any changes, cancellation or any issue on event beforehand
- Work with the appropriate departments to arrange for necessities
- Coordinate and delegate event organization within student organization
- Ensure that event participants follow Student Organization Code of Conduct and University policies (e.g., smoking restrictions, standards of conduct, alcohol policy, etc).