

## The regulations (summary)

The below regulations have been in force since 1 October 2005.

**The organizers must notify the Campus Administrative Unit in advance of every event with more than 20 attendees which is held outside office hours.**

- This also includes:
  - events in the Student Union (SU) buildings,
  - events which begin during office hours but which continue until after the building closes (such as receptions and the use of cellars for events),
  - outdoor activities in the immediate vicinity of a university building involving extensive traffic into and out of that building (such as receptions on the cafeteria terrace and barbeque parties).
- Internal organizers must notify the university by submitting an application for the event online via the Campus Administrative Unit website (<https://www.utwente.nl/en/cfm/activities/organize-activity/notification-of-an-event/>). The Events Office will then assess the application, and the event organizer will receive an email containing approval or refusal including feedback. For more information, please contact the Events Office on 053 - 4895868/4896820.
- The Booking Office submits applications on behalf of external organizers.
- Applications are compulsory and must be received by the Campus Administrative Unit no later than 5 working days before the activity/event begins. If your application is late, there is a risk that the event will not go ahead.
- Applications for events which have more than 20 attendees and which take place outside teaching buildings must be received no later than 4 weeks before the event is due to start.

**Qualified emergency response (BHV) personnel must be present at group events with more than 20 attendees outside office hours.**

- There must be at least 1 BHV team member for every 50 attendees, up to 250 people. This means that if there are more than 50 attendees, there must be at least 2 BHV team members; at least 3 if there are more than 100 attendees; etc.
- There must be at least five BHV team members present for groups of more than 250 people. It will be decided on a case-by-case basis if more than five BHV team members must be present.
- To save money on Service Desk and BHV personnel, student associations may propose a volunteer. That person must hold a BHV qualification and be sufficiently familiar with the building in question.
- If required, the Booking Office can provide the Service Desk and BHV personnel. A charge will be levied for these services.
- To save costs, we limit the number of buildings that are open outside office hours. At these times, the Booking Office concentrates group activities in buildings that are regularly open (the Vrijhof Building, Sports Centre and Logica), and also in the Waaier building and the Spiegel Building if necessary.
- The (types of) events that are permissible outside office hours are determined by the main tenant (usually the dean or service director of the largest unit housed in the building). However, a building's Facilities team leader is responsible for safety and may refuse or discontinue an event if the safety requirements are not met.

### **PLEASE NOTE: For student activities, reservation and notification are separate steps!**

- When faculties, service departments or external organizers reserve a room with the Booking Office, the Booking Office submits a notification of the event using the online module. All service providers are then automatically informed (Security Service, Facilities Team Leader, Service Desk, etc.).
- However, room reservations for student associations and student clubs are not automatically recorded in the overview of events. The organizer must always notify the university of the event **using the web application**. This means that, for student activities, room reservation and event notification are separate steps.