

### **General considerations/conditions when organizing a house party on campus:**

- Contact the Events Office well in advance. Where necessary, a meeting may take place between the organizers, a representative from the Events Office and University of Twente Security.
- Obtain the housing corporation's permission for the party well in advance.
- Always produce a detailed plan including a drawing of the location and security/emergency plans. Sample plans are available from the Events Office. The definitive plans must be received by University of Twente Security and the Events Office before the start of the party.
- The organizers always remain responsible for safety at a party.
- You are not permitted to have heaters, open flames, music (equipment) or tents at parties. A small (well-maintained) party tent is permitted, in good weather conditions and as long as it is firmly anchored.
- Indoors: do not use candles or other open flames. Be aware of the flammability/fire safety standards of decorations, decor and fancy dress costumes.
- The University of Twente is required to comply with the environmental permit. No noise or music associated with the party must be audible off campus. The organizers must make multiple checks for (noise) nuisance and are personally responsible for controlling any nuisance. Any fines in relation to confirmed noise nuisance (€1,000) are always payable by the organizers.
- Bring in enough sober emergency response (BHV) personnel and, in certain situations, first aiders.
- Submit a notification of the party using the event notifier.
- Local residents in the area surrounding the premises must receive a letter from the organizers informing them of the party and of the plans.
- The organizers are personally responsible for correctly implementing an alcohol policy, such as carrying out 18+ age checks. It is a criminal offence to supply alcohol to minors.
- In the case of larger house parties, it is advisable to use walkie-talkies (through earpieces). Mobile communication does not always work (too much noise, dead batteries). The Events Office or University of Twente Security can advise you about this.
- If you would like to borrow Kliko bins, a first-aid kit and fire extinguishers, please contact the Events Office.
- In case of emergency, University of Twente security and the emergency services will only work with certified security personnel.
- All Security Personnel or other Supervisors contracted for the event (including first aiders and BHV personnel) must be made aware of the following emergency procedure:
- They must know that University of Twente Security employees have access to all areas at all times.
- If direct contact is made with 112, you must always let them know that ambulances and police vehicles need to enter through the University of Twente main entrance (at the intersection of Drienerlolaan and Hengelosestraat).
- Fire Service vehicles should enter via Horstlindelaan.
- You must then immediately inform University of Twente Security of this report by calling the emergency number: 053 489 2222.
- Security personnel will guide the emergency vehicles by the shortest route to where they are needed.
- Someone must always be waiting to receive the emergency services at the location agreed in advance.

- Give an accurate description of the location, including clear details of where the entry and exit points are for the event.

**Contact details***Security*

[security-events@utwente.nl](mailto:security-events@utwente.nl) General telephone number: 053 489

2134 University of Twente emergency number: 053 489-2222

*Events Office*

[events@utwente.nl](mailto:events@utwente.nl)

General telephone number: 053 489 5868 / 053 489 6820