

University of Twente protocol for parties and activities

Version: March 2018

The University of Twente campus is a great place to organize parties and activities. To guarantee safety and compliance with environmental standards, these parties and activities must meet certain conditions. This protocol lets you know what actions need to be taken when a party or activity is organized on campus.

1. In the environmental permit, the municipality has granted the university permission to organize 8 events and 4 concerts on campus each year to which less restrictive noise standards apply. These events are organized by or in consultation with the Events Office. At *all* other parties and activities, no music may be audible off the campus.
2. If someone would like to organize an activity outside the official opening hours in one of the teaching buildings, the organizers must notify the Events Office of this.
3. Notifications can be submitted at <https://www.utwente.nl/en/cfm/activities/organize-activity/notification-of-an-event/>
The university must also be notified, using the same website, no later than 4 weeks in advance of all parties and activities at which more than 20 people are expected. For parties on campus in premises owned by external third parties (such as De Veste housing corporation), organizers are required to officially notify the university and draw up an emergency plan for (larger) events that do not fall within the private sphere. The organizers must also provide this plan to the external third party and take into account any applicable conditions in addition to the university's conditions.
4. When organizing parties and activities, sufficient measures must be taken to ensure that no recognizable music is audible outside the campus. If sound equipment is used, the maximum volume level of the music files played must be such that no music can be heard off campus. The organizers must also take the necessary measures to adequately guarantee the safety of the attendees at the party or activity. Depending on the type of activity and the number of attendees, this may vary from providing fire extinguishers to determining the number of emergency response personnel (BHV) and drawing up an evacuation plan. The organizers must include these measures in a formal plan, which must be presented to the Events Office no later than 14 days before the start of the party;
5. The Events Office will then pass on the following information to University of Twente Security:
 - a. start time of the party,
 - b. end time of the party,
 - c. number of attendees expected
 - d. location of the party on the campus,
 - e. name and telephone number of the point of contact for the party.
6. During the parties, in cooperation with the Events Office, security personnel or HR may check to see whether the proposed measures have in fact been taken. If this is not the case, both security and HR are authorized to halt the party/activity.
7. If complaints are received from local residents, University of Twente Security

will contact the party/activity organizers. The organizers must then take measures to reduce any inconvenience. If the organizers do not take sufficient measures, both University of Twente Security and the police are authorized to halt the party.

8. A party or activity which has more than 20 attendees but for which no notification has been received via the event notifier may be immediately halted by University of Twente Security or the police.
9. Parties with fewer than 20 (expected) attendees must also ensure that no recognizable music is audible outside the campus. If complaints are received from local residents, University of Twente Security or the police may halt the party.
10. Any fines for violations (for noise standards, these amount to at least €1,000) will be recovered from the organizers of the party or activity.

Contact details

Security

security-events@utwente.nl General telephone number:
053 489 2134 University of Twente emergency number:
053 489-2222

Events Office

events@utwente.nl

General telephone number: 053 489 5868 / 053 489 6820

University event notifier

<https://www.utwente.nl/en/cfm/activities/organize-activity/notification-of-an-event/>