

## EVENT MANAGEMENT GUIDELINES – ALBANY/MANAWATU/WELLINGTON

<b>Section</b>	Campus Facilities
<b>Contact</b>	Campus Registrars
<b>Last Review</b>	June 2014
<b>Next Review</b>	June 2016
<b>Approval</b>	n/a

### Guidelines for Activities on Campus:

These guidelines relate to the use of Massey University space and facilities (land and buildings). The University (via Campus Events Management and the Office of the Campus Registrar) retains the right at its sole discretion, to waive certain particular requirements where it is deemed appropriate to help facilitate University events such as the student orientation celebrations (see "Guidelines for Orientation").

### Objectives:

1. To identify and define authorisation sources.
2. To clarify the expectations of Massey University regarding use of space and facilities.
3. To ensure legal compliance with legislation
  - Health and Safety in Employment Act 1992
  - Health and Safety in Employment Amendment Act 2002
  - Health and Safety in Employment Amendment Act 2013
  - Health and Safety in Employment Regulations 1995
  - Health and Safety in Employment (Prescribed Matters) Regulations 2003
  - Building Act 2004
  - Resource Management Act 1991
  - Fire Service Act 1975
  - Fire Safety & Evacuation of Building Regulations 2006
  - Local Body Regulations
  - Sale and Supply of Alcohol Act 2012
  - Massey University policies (e.g. Massey University Safety Policy)

### 1.0 Legal Status:

- 1.1 Albany (ALB), Manawatu (MAN) and Wellington Campuses (WN)

The campuses are considered to be a public place, a public area and with open access to members of the public. However, under the authority as "Occupier" access can be restricted or denied to any undesirable (as deemed by the Occupier) and this can be legally enforced with the aid of the Police.

1.2 Community Constable Contacts (New Zealand Police)

- (a) Albany Community Constable, 16 Library Lane, Albany
- (b) Community Constable Facilities Management, Colombo Road, Manawatu Campus
- (c) Wellington Police Station, Victoria Street, Wellington

## **2.0 Local Authority Requirements:**

### **2.1 Albany, Manawatu and Wellington Campuses**

Any activities held on campus are considered to be private (and at the discretion of the Occupier) and therefore do not require a local authority activity permit, however, should the activity involve food then item 2.2 and 2.3 (below) apply. Should the activity involve alcohol then item 2.4/3.2 (below) apply.

### **2.2 Commercial Activity (such as Coffee Bar, Restaurant etc.)**

This activity will only be permitted as part of a lease agreement or a University Support Service. The tenant will, in all respects, comply with the provisions of the Health and Safety in Employment Act 1992 and the Health Act 1956 and to operate within the Food Hygiene Regulations 1974 and any other regulations or bylaws in force.

The above requirements will also necessitate the tenant to hold a current Health Licence.

### **2.3 Fundraising Activity (such as Sausage Sizzle etc.)**

While the food may be for sale, the proceeds must be for a fundraising/charitable cause and not for commercial gain.

Organisers/operators will display a sign to identify who/what the fundraising is for and will exercise good hygiene practices as per the *Hygiene Guidelines for Fundraising Events* (as outlined below). These guidelines relate to sausage sizzles and any other type of food stall.

### **2.4 Alcohol**

Refer to item 3.2 below.

### **2.5 Local Authority Contacts**

- (a) Manawatu Campuses
  - (i) Health Officer, Health Services Section, Palmerston North City Council, Private Bag 11034, Palmerston North, Telephone: (06) 356-8199
  - (ii) Liquor Licensing Inspector, Palmerston North City Council, Private Bag 11034, Palmerston North, Telephone: (06) 356-8199
- Wellington Campus
  - (iii) Wellington City Council, Wakefield Street, Wellington, Telephone (04) 499 4444

Albany Campus

(iv) Auckland City Council, Private Bag 92300, Auckland 1142, Telephone (09) 301 0101

### **3.0 Standard Terms and Conditions**

- 3.1 For any activity involving the dispensing or sale of food please refer to 2.0 Local Authority Requirements and Hygiene Guidelines for Fundraising Events (below).
- 3.2 The sale or dispensing of alcohol is strictly prohibited unless a Liquor Permit from the respective Campus Registrar has been obtained for the specific activity/event and location. Dependent on the location of the event, a Liquor License may need to be obtained from the local authority.
- 3.3 The stall/event provider will take all practical steps to ensure that no harm occurs to either their own staff or any person(s) who may be in the vicinity of the stall or event. Safe operating practices will also be followed e.g. electricity for any event/stall must be operated through a transformer or a residual current device. If there is cabling being run it needs to be covered by appropriate mats/cable covers to minimise the tripping hazards. Any electrical requirements should be checked with Facilities Management in the early stages of planning to ascertain if power is available for the proposed sites, and the type of power required (i.e. 3phase), it should not be assumed that there is power available everywhere.
- 3.4 The stall/event provider will advise the University Health and Safety Officer regarding any hazards or potential hazards.
- 3.5 Any accident that causes injury to people or damage to property is to be reported immediately by the stall/event provider to the Authorising Authority (see Authority Checklist above), and the completion of an Health & Safety incident form may be required.
- 3.6 Stall/event providers will indemnify the University against any and all loss.
- 3.7 The noise level of any event will not be at a level that is intrusive and obstructive to a concentration to people in the surrounding area (excluding lunch times).
- 3.8 Access/egress from/to surrounding buildings, ramps, stairwells, fire escapes and exit doors will be kept clear. Fire appliances and ambulances must have clear access to all areas of the Campus at all times.
- 3.9 Stall/event providers will be liable for any damages to University property or additional cleaning requirements and must have adequate insurance cover to protect the University/Organiser. The stall area will be left clean and tidy. All litter and other materials will be removed and any residue/spillages will be washed from surfaces.

- 3.10 University Security is to receive prior notification from the stall/event provider should an event be commencing/continuing after 5.00pm or prior to 8.30am. Subject to the nature of the event Emergency Wardens may be required, any costs will need to be covered by the organiser.
- 3.11 Subject to the timing of the event, attendees will be required to park in designated car parks unless otherwise alternative arrangements have been made with Regional Facilities Management.
- 3.12 An event requiring access to the University's facilities for event set up and pack down needs to be planned in advance, and relevant University departments such as Regional Facilities, Security etc need to be advised, and relevant paperwork needs to be completed.
- 3.13 The University is not obliged to provide any equipment for an event, such as tables and chairs, however will assist with equipment requests when possible.

## **Food Hygiene Guidelines for Fundraising Events**

These guidelines apply to all fundraising events that involve the provision or sale of food to the public.

### **Operating a Food Stall**

- 1 Only fresh food purchased from a supermarket or registered food premises immediately before the event should be used.
- 2 If food is being made specifically for the event then rigorous food preparation and hygiene standards apply.
- 3 All food is to be cooked thoroughly, as per food preparation standards.
- 4 The food should be prepared in small quantities, and stored in air-tight containers in a cool, clean place until required.
- 5 All serving utensils should be thoroughly cleaned prior to food service.
- 6 All food handlers should wear protective clothing, such as gloves, hairnets etc, and clean their hands thoroughly while preparing and serving food. It is recommended that serving utensils such as tongs be used during food service.
- 7 Leftover food should not be sold following the main event.
- 8 Any rubbish or waste generated by the event needs to be removed by the stall-holder and the area left clean and tidy. If there is significant waste, and resource is required to remove or clean, then costs will need to be covered by the stall-holder.

*Note: Always display a sign clearly identifying who/what the fundraising is for.*

## **Guidelines for Orientation:**

These guidelines have been prepared to assist the Organisers of Massey University Orientation. The primary Organiser has been identified as the Office of the Campus Registrar and these guidelines have been drafted with this focus. It is intended that these guidelines may also be used as a proforma and customised for other Event/Orientation Organisers, being: MAWSA, MUSA, Albany Students' Association, Sports and Recreation Centre and other University groups, who have the approval of the Office of the Campus Registrar.

These guidelines should be read in conjunction with "*Guidelines for Activities on Campus*".

### **1.0 Location:**

1.1 Albany (ALB), Manawatu (MAN) and Wellington Campuses (WN).

### **2.0 Nature of Activities**

2.1 Commercial activities will be permitted.

2.2 Tents and stalls will be permitted.

2.3 Any stalls which supply food must adhere to either: the *Hygiene Guidelines For Fundraising Events*, or: hold a current Health License under the Food Hygiene Regulations 1974, for commercial activities (seek specific approval from the Office of the Campus Registrar).

### **3.0 Registration**

All stalls/activities must be approved and registered with the respective Campus Events Manager.

#### **3.1 Standard Conditions**

3.2 The respective Student Associations will have plans and policies in relation to the assignment of stalls and activities.

3.3 Any recompense for identified damage to University property in the event area or additional cleaning requirements relating to the stallholders at the event, will be paid for by the Campus Registrar who may seek recompense from the stall/event provider.

3.4 The Campus Registrar will ensure that the stall/event provider indemnify to the University against any loss resulting from the stall/event provider's activities whilst on University property.

3.5 A direct passage through high traffic areas on each Campus will be maintained at all times for pedestrian traffic and emergency vehicles.

3.6 Existing Commercial tenants and University Services are to be offered an opportunity to have a stall lot, unless there is a prior exclusivity arrangement with another provider of that service.

**Checklist:**

	<b>Activity</b>	<b>Authorisation</b>	<b>Guidelines</b>
1	Consciousness Raising - Political - Welfare - Religious - Displays - Recreational	Office of the Campus Registrar (CR) (for University/external events) in consultation with the Student President (where applicable) Student President (for student specific events) in consultation with the Office of the Campus Registrar or Campus Events Management.	No tents or stalls * No commercial gain *
2	Entertainment/Performances	Office of the CR or Campus Events Management (for University/external events) in consultation with the Student President (where applicable)	No tents or stalls Commercial content to be evaluated by the Campus Registrar.
3	Fundraising - Massey Students - Massey Departments - Outside Organisations	Office of the CR or Campus Events Management.	No tents or stalls *#
4	Hiring University Timetabled Space	Facilities Management	Set rates apply
5	Internal Trading from Departments	Office of the CR or Campus Events Management.	All internal trading/commercial gain of any kind must have the prior approval of the Office of the CR.
6	Massey University Tenants	Office of the CR /General Manager Commercial & Events (WN)	Commercial Lease Basis
7	Outside Commercial People/Groups	Office of the CR/General Manager Commercial & Events (WN)	No tents or stalls * Outside Orientation, any person wanting to carry out commercial activity on campus must do so as a result of a tenancy (includes “potential transactions”) or a general permission
8	Selling from Vehicles	Office of the CR or Campus Events Management (for University/external events)	Generally prohibited

9	Vending, Dispensing or Game Machines and Autotelling <b>in any University owned or operated premises</b>	Office of the CR/Facilities Management for vending and games machines as appropriate	Contractual Basis Lease or Permission to Purchase
10	Orientation	Office of the CR or Campus Event Management.	Refer to “ <i>Guidelines for Orientation</i> ”
*	Excluding Orientation et al. Refer to “ <i>Guidelines for Orientation</i> ”		
#	For any activity involving dispensing/sale of food please refer to 2.0 Local Authority Requirements and Hygiene Guidelines For any vendor wishing to place posters or flyers on vehicles parked on University property, approval needs to be provided by the Campus Registrar.		
<b>Definitions:</b> Commercial: For Financial return/profit making. May be individual or organisation.			
	Fundraising	For charitable/not for profit causes, for University or Student affiliated bodies or other approved causes.	