



CAVE HILL CAMPUS, P.O. BOX 64, BRIDGETOWN, BARBADOS

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Regulations Governing the Holding on Student Fetes and Social Events at the Cave Hill Campus

1. Only registered student Clubs and Societies or the Guild of Students will be permitted to hold student activities/events on campus.
2. Clubs and Societies may host no more than one social event per month in the SCR Car Park. The social event to be held will be decided between the Guild of Students and the Student body.
3. The Guild President, Vice President, the Treasurer or Guild Administrative Secretary are required to first endorse all applications for social events and student activities prior to submission to the Director of Student Services for consideration.
4. Requests to host a Week of Activity must be submitted to the Director of Student Services and the Campus Registrar in the form of a proposal, no less than sixty (60) working days prior to the proposed event with the exception of the following Student Activities:
 - Freshers' week – June 1st of any calendar year
 - Guild Councillors Week – June 1 of any Calendar year
 - Integration Week – July 1 of any calendar year
 - Carnival – November 1 of the first semester of academic year
5. The organising Clubs/Student Guild must submit to the Director of Student Services a projection of income and expenditure sixty (60) days prior to the event.
6. The Student Activities Committee will make a decision, stipulate the required documentation, licenses, and support services within two weeks of the submission of the proposal.
7. The Student Activities Committee will give approval four weeks prior to the event once all the required licenses or evidence to support their requests, services contracts, and documentation have been submitted to the Director of Student Services.
8. Only registered students with ID cards and one guest will be permitted entry to social events on Campus.

9. All approved student socials will be permitted on Friday or Saturday only, from 9pm-2am in the SCR Car Park or the Guild of Students.
10. A maximum of thirty-five hundred (3500) students will be allowed access to social events by tickets in the SCR Car Park.
11. A maximum of Two Hundred and Fifty (250) students will be allowed access to the interior of the Guild and Five Hundred (500) persons to the exterior Guild.
12. All requests for use of the University's facilities must be submitted on the Event Request Form and approved, and signed by respective Department's nominee.
13. The Director, Campus Security Services or his nominee is responsible for coordinating security for all student events, and students must comply with the requirements of the Campus Security Services Office.
14. The Director, Campus Security Services must approve all privately contracted security services and emergency plans prior to the event.
15. The Health, Safety and Environmental Officer must approve all safety plans.
16. The organising Clubs/Societies and, or the Students Guild will be responsible for the payment of all privately contracted services inclusive of artistes, security services, drink and food providers.
17. The following documentation where applicable must be submitted by the organising Club or Society and or Student Guild three weeks after submission of the proposal as follows:
 - i. Health certificates
 - ii. Adequate Third Party Liability Insurance
 - iii. Occasional Liquor license
 - iv. Restaurant Permit
 - v. Police Certificate for Loud Noise
 - vi. [Copyright Society of Composers Authors and Publisher \(COSCAP\) licenses](#)
 - vii. Ministry of Transport and Works (MTW)
 - viii. List of service and food proprietors
 - ix. And other legislated Service Provider
 - x. Approved Contracts
18. Procurement of services for student social events must comply with the University's Financial Code (see Guild of Students Financial Code Procedural Manual).

19. All unsigned service contracts must be submitted to the Office of Student Services forty (40) days prior to the event.
20. The Director, Campus Security Services or his nominee is authorised to stop any event where the crowd behavior is out of control, and or noise in excess of a reasonable level and or an inadequate number of security personnel are on duty.
21. Advertising of events must be limited to the Campus Community except for those events where the Campus Registrar has given specific approval.
22. The organising Clubs/Societies/Student Guild must submit a documented account of the events to the Director OSS, Campus Bursar, Campus Registrar and the Guild President fifteen (15) working days after the event.
23. The final decision on the approval of all campus events rest with the Campus Registrar.
24. Approval by the student activities Committee is conditional upon full compliance with these guidelines. Failure to comply may result in denial of approval or a cancellation of the event.
25. Staff may enter students' events on presentation of their Campus ID.