



STUDENT-ORGANISED EVENTS AT AAU CPH

MAIN CATEGORY: REGULATIONS

TARGET GROUP: STUDENTS AT AAU

OBJECTIVE AND DEFINITION

The regulations are made to support a uniformed and optimal handling of student-organised events at AAU CPH.

The regulations apply to student-organised events which:

- Are of a non-academic nature
- Include 15 participants or more
- Take place outside standard opening hours (on weekdays after 17:00 and during weekends and public holidays)

Organisers must note that teaching, course activities and other AAU events take overriding priority in the allocation of rooms. This means that student-organised events may be cancelled, if the premises are required for teaching activities etc.

TABLE OF CONTENTS

OBJECTIVE AND DEFINITION	1
TABLE OF CONTENTS.....	1
CONTENT	1
ORIGIN, BACKGROUND AND HISTORY.....	2
OVERALL FRAMEWORK.....	3
CONTACT/RESPONSIBILITY.....	3
DEFINITIONS	3
APPENDIX.....	3

CONTENT

EVENT ORGANISERS AND SECURITY GUARDS

Depending on the concept and size of the event (more than 15 persons), 2-3 persons must be registered as event organisers. It is the event organisers' responsibility that the event runs according to regulations.

Names and mobile numbers of event organizers must be given to Campus Service CPH at campusserviceCPH@cph.aau.dk and to CID@cph.aau.dk prior to Shared Services CPH's approval of the event.

The event organisers must be present throughout the event and within reach for the G4S security guards in case of problems.

Some types of events will require the event organisers to pay for extra guards through Shared Services CPH. Student parties and other such events require at least one extra G4S security guard. The total number of G4S security guards will depend on the nature of the event and expected number of participants. Shared Services CPH will assess how many security guards are required for each specific event.

For proof of identity all participants must bring their staff/student ID card and present this to the G4S security guard on request. G4S security guards are entitled to exclude persons who fail to show appropriate identification or who are not invited to the event. G4S security guards are also entitled to close the event, should they consider this necessary. At ticketed events, all participants must wear an event wristband during the event. Tickets may only be sold at the door, if the organisers have received prior approval from Shared Services CPH. If approval has not been asked for or not been granted, Shared Service CPH and G4S security guards reserve the right ultimately to close down the event.

START AND END TIME

The start time of an event must always be approved by Shared Services CPH due to availability issues of rooms and areas and possible noise issues in consideration of other students and staff.

Events must end no later than 01:00 a.m. In special cases, exemptions may be made. The organisers must end the event at the agreed time, stop serving and begin tidying and cleaning. No later than one hour after the agreed end time, the premises must appear clean and tidy.

TIDYING AND CLEANING

Organisers may opt to tidy and clean the premises themselves and instead pay Shared Services CPH for cleaning services. Tidying and cleaning include all premises used during the event: all rooms, adjoining rooms, toilets, staircases and outdoor areas. If the premises have not been cleaned properly, the organisers will be charged for any additional cleaning required. To book cleaning services in advance, please send a mail to Campus Service CPH at campusserviceCPH@cph.aau.dk

SECURITY

Due to the high fire safety requirements on campus, the event organisers must see to it that the ban on smoking and candles are adhered to at all times.

Furthermore, the organisers are responsible for ensuring that the maximum number of persons, as stipulated by the fire authorities, is not exceeded. Instructions on occupant capacity of the room/building are displayed in all rooms and campus areas.

Overnight stays on campus are strictly forbidden. Under no circumstances can overnight stays be permitted neither at events nor during group work, or on any other occasions. Should the fire authorities find anyone sleeping in the buildings, AAU CPH will be liable to pay a large penalty which in that case will be charged to the persons in question.

BUILDINGS

Event organisers must see to it that participants stay at the event area and do not use other areas of campus (for example, if the event is held in the canteen area, participants should not cross the bridge). Also participants are expected to treat all university property with care and respect. Anyone causing damage to university property will be held liable according the university's regulations.

To apply for an event the applicant must fill in a form [Application Form](#). The form can be filled in and sent online to CID@cph.aau.dk The applicant will be notified per e-mail whether the event can be approved or not.

By submitting the application form, the applicant confirms that the regulations have been read, understood and will be adhered to. Reference is also made to relevant regulations linked to in section "Overall Framework"

ORIGIN, BACKGROUND AND HISTORY

Aalborg University wishes to promote a good study environment for its students by supporting students and student associations' opportunities to have good academic and social activities and events for fellow students at the university's campuses.

The Campus Council has approved of the regulations.

OVERALL FRAMEWORK

Link to [Code of practice for cooperation between the University and its students, including AAU student associations](#)

[Application form](#)

Other relating regulations:

AAU Smoking Policy

Candle Safety Rules

Emergency Plan AAU CPH

Link to campus intranet, [regulations and policies](#)

CONTACT/RESPONSIBILITY

Contact: CID@cph.aau.dk

Responsible: Shared Services CPH

DEFINITIONS

APPENDIX