

Attachment to Order No. 57/2016 of June 24, 2016

Procedure for organizing student events at the University

I. Procedure for organizing a student mass event

1. A mass event is an artistic and entertaining event where the number of people attending, determined in accordance with the provisions of the construction law and fire protection regulations, is at least 500 for a building or at least 1000 on the premises or in a facility that is not a building.
2. The organizer notifies the Rector of a planned mass event before applying for a permit to organize such an event.
3. The organizer of a mass event is required to obtain a relevant permit from the Mayor of the City. The application is submitted no later than 30 days before the planned event date, in accordance with the provisions of Article 25 of the Act on the Safety of Mass Events of March 20, 2009, as amended (Journal of Laws of 2013, item 611, consolidated text, as amended).
4. As for organizing a student mass event, the provisions of the Act referred to in point 3 do not apply, if the following conditions **are met jointly**:
 - a) an event is free of charge,
 - b) an event is organized in a restricted area,
 - c) an event area is administered by the University on a permanent basis,
 - d) an event is held by an organizational unit of the University.

In this case, an event organizer (an organizational unit of the university) does not have to apply for a permit for holding an event from the Mayor of the City but follows the provisions of point II.

II. Procedure for organizing a student mass event

1. As for organizing a student event where the number of people attending, determined in accordance with the provisions of law, is less than 500 for a building or less than 1000 on the premises or in a facility that is not a building, an organizer (the Students' Representative Council, a student research group, creative group, student association and others) is required to submit an application to the Rector no later than 14 days before an event is to be held.
2. The application should include:

- a) an organizer name;
 - b) name and nature of an event;
 - c) date, time, and place of an event;
 - d) plan of an event;
 - e) maximum number of participants in an event;
 - f) rules for participation (free of charge: presentation of a student ID/invitation; for a fee: admission ticket or other);
 - g) identification of risk factors (large number of participants, alcohol, high noise levels, night hours, etc.);
 - h) measures and methods to ensure that participants in an event are safe;
 - i) method of providing medical care;
 - j) personal data along with phone number and e-mail address of a person responsible for an event organization (including order and security);
 - k) regulations of an event (a template is attached hereto).
3. If an event takes place in the University building, its organizer is required to notify the following administration units of the Wrocław University of Environmental and Life Sciences of an event and the ways to ensure safety and security:
 - a) OHS inspectorate,
 - b) person responsible for fire protection.
 4. If an event does not take place in the university building but on its premises, its organizer is additionally required to notify the following units of an event and the ways to ensure safety and security:
 - a) the police,
 - b) fire department,
 - c) municipal guard,
 - d) housing estate council.

III. Procedure for organizing a student mass event for up to 50 people

When applying for permission to organize an event in the field, where the number of participants does not exceed 50, the provisions of point II (2) (d, g, h, i, k) apply. If an event is held in a building, the provisions of point II (3) and (4) do not apply.

IV. General rules

1. The Rector, having examined the application for permission to hold an event, has the right to ask an organizer for additional information that the Rector deems necessary to issue a decision. The Rector analyses possible threats related to the organization of an event and issues a decision. However, an organizer is required to meet the requirements of construction and sanitary law as well as fire regulations and get acquainted with procedures to be followed in case of fire and other hazards (such procedures are available at the Fire Protection Inspector and the OHS Inspectorate at the Wrocław University of Environmental and Life Sciences).
2. The Rector has the right to impose a ban on an event with immediate effect if previously agreed conditions ensuring the event safety have been breached.
3. The Rector has the right (in the form of a written or oral decision) to discontinue an event if its continuation may pose a threat to the safety of its participants or the property of the University, and actions taken by an organizer are insufficient to ensure public safety and order. Before making such a decision, the Rector considers potential threats to security that may arise due to an event discontinuation.

Approved by:

Rector

Professor Roman Kołacz, PhD