EVENTS POLICY

Policy Title	Events Policy
Policy Owner	Amity Institute of Higher Education, Mauritius (AIHE)
Policy Version	Versions Control: 1.0 (October 2023) Current Version: 1.0 (October 2023)
Responsible Office	Marketing Department
Contact Information	Questions concerning the policies should be directed to the Marketing Manager of Amity Institute of Higher Education (Mauritius)
Policy Review Frequency	Once in 3 Years
Pertinent Dates	Approved Date: October 2023 Date of Next Review: October 2026
Approved By	October 2023 Academic Council Meeting and SENATE of AMITY Institute of Higher Education (AIHE)
Entities Affected by This Policy	All stakeholders of AIHE
Who Needs to	This policy governs AIHE's students engaged in activities related to

Know About This Policy	various events at AIHE
Reason for Policy / Purpose	Events policy acts as a guide to make sure that all of AIHE's activities are professionally planned, carried out, and consistent with its mission, core values, and commitment to the local community. It improves the institution's ability to give its stakeholders satisfying and memorable experiences.

Policy Purpose

The purpose of an Events Policy in AIHE is to establish guidelines and procedures for planning, organizing, and managing various events within the institution

Scope and Application of this Policy

The Events Policy at AIHE covers a variety of events and activities that could take place at the institution.

Policy Statement:

At AIHE, we understand that events are important parts of our programmes for community participation, education, and culture. This Events Policy outlines our dedication to the careful, professional, and responsible design, execution, and management of a variety of events that enhance the vitality, diversity, and excellence of our institution.

POLICY FRAMEWORK

An "event" as an academic, intellectual, cultural, and/or social gathering, held by or on behalf of AIHE or its students or a students' organisation of AIHE students, either on campus or elsewhere.

Events can be opened to the entire campus community, open to all enrolled students only, or closed events held for a smaller group of students. Usually, events are not to be opened to the general public without the written permission from the Office of the Vice Chancellor. Typically, guest(s) of enrolled students are not permitted at campus events unless approved in writing by the Office of the Vice Chancellor.

AIHE further differentiates between alcohols registered events (A.R.E.s) and dry events (events where alcohol is not present). A.R.E.s are registered events where alcohol will be present, either provided by the host or brought by attendees, and/or alcohol will be served. All A.R.Es. require prior (at least 2 weeks' notice) written approval from the Office of the Vice Chancellor.

AIHE events may be held on, or off campus and all events held on campus are automatically subject to this policy. An individual and/or organization considered as a representative of AIHE and holding an event off-campus will be subject to the student code of conduct.

Any violations of these responsibilities will be referred to the Office of the Registrar for appropriate follow-up and possible sanctions through the prescribed process. Any staff member should be contacted for any emergencies and/or safety issues at any time during an event/party.

Additionally, if any of AIHE protocols are not being followed, an event/party may be shut down by AIHE or the Police.

General Host Responsibilities for Student Events and Parties on Campus.
Only students who are actively enrolled at the institution may host an event on campus.

- Hosts and/or hosting organizations (hosts) are responsible for reading all of the event and party policies outlined in the Student Handbook.
- Hosts must attend the Hosting Training during the academic year for which they are hosting an event.

- At least one Host must be over the age of 19 (This is because AIHE can have level 2 and level 3 courses).

- Hosts are responsible for any damage to campus space or property that occurs during or as a result of their event. Any damage caused shall be made good at their own cost, by the host(s).

- Hosts are responsible for ensuring adequate approval has been obtained prior to allowing guests of enrolled students at their event.

- Hosts are responsible for restricting and/or removing alcohol from any dry event.

- Hosts are to ensure there is no smoking or use of any narcotic or other banned substances at any student event on campus

- Hosts are required to clean the event spaces immediately after the event. This includes removing all trash and returning the space to its original condition. If deep cleaning of the event space is required and/or additional cleaning supplies are needed, it is the responsibility of the host to make appropriate arrangements to acquire these items. Cleaning supplies (includes mops, vacuums, and spray cleaning bottles) supplies can be acquired by contacting the Office of Head of Facilities.

Additional expectations for hosts of Alcohol Registered Events outlined in the "A.R.E. Events - Host Responsibilities" section below

Fundraisers

Students holding an event to raise funds for a nonprofit or humanitarian cause may advertise that donations are encouraged, but they must not serve as an entry fee to the event. Advertisements for the event may mention that it is a fundraiser.

Publicizing Events

All sponsored/funded events must be publicized on campus and open to all students. Generally, advertising is permitted for any event which is open to all students and is free of charge.

Advertising (posters, flyers, videos, email, written, and verbal invitations) for all the events must NOT refer to availability of alcoholic beverages, either in writing or in graphics/gifs.

Any clarifications whether advertising meets this criterion should be cleared in advance with the Office of the Registrar.

Inappropriate advertising will be removed and the individual and/or organization may be prevented from hosting the event/party.

Authorized Campus Locations and Times

Designated campus spaces for student events may periodically change.

Event Reservations: Students or student organizations are required to register for their event, in the form of a space reservation, if the event is to be held in a designated campus space. A student may reserve a space for dry events through the Office of Student Affairs 3 weeks prior to the event.

Duration: All events are expected to begin and end at a reasonable, specified time. The Office of the Vice Chancellor or any designated Staff of AMITY Mauritius have the right to stop an event while it is on, should there be reasonable suspicion that the event is breaking the Students' Code of Discipline in any way. However, the staff should give an explanation to the Office of the Vice Chancellor within 2 days of the event.

Alcohol Registered Events (A.R.E.s) may not be held by students on campus.
Guests at Events:

No guest is allowed for any events unless prior clearance has been obtained from the Office of the Vice-Chancellor or the Office of the Registrar.

Upon the invitation from the Office of the Vice-Chancellor or the Office of the Registrar, Alumni of AMITY Mauritius will be admitted to events.

DISCLAIMER

This document may be subjected to change upon the directions and instructions of Senate / Academic Council. The changes once approved by AIHE's respective Councils and Boards, will be mentioned and notified to accreditation body – Higher Education Commission (HEC) by the Vice Chancellor of AIHE.