



Private Use of Dunedin Campus Grounds Guidelines

Category	Property Services
Type	Guidelines
Approved by	Chief Operating Officer
Date Guideline Took Effect	7 February 2018
Last Approved Revision	7 February 2018
Sponsor	Director, Property Services
Responsible Officer	Property Manager, Property Services
Review Date	7 February 2020

Purpose

To put in place clear internal processes for approval of the use of campus grounds.

Organisational Scope

These Guidelines apply within the grounds of University of Otago owned and leased property on the Dunedin campus, excluding colleges and spaces within buildings.

Definitions

Private use of campus grounds	Using campus grounds for any commercial activity or non-commercial event (eg wedding, private function, sports event) which is not part of the University's or OUSA's own operations.
--------------------------------------	---

Content

1. Any use of campus grounds requires prior approval from the Property Management Unit, Property Services.
2. Circumstances where a request for approval may be approved include:
 - events with a strong connection to the University;
 - events which benefit the wider community; and
 - events which are using University commercial services.

However, requests may be declined if the circumstances do not warrant private use, or where there is a conflict with the University's own activities (in which case the University's needs will take precedence). Commercial activities will normally only be approved where they are part of an event which meets one of the above criteria, rather than being for solely commercial purposes.

3. Given the above limitations, no fee is generally required, as activities should either be for the 'greater good', or provide a return to the University through the use of commercial services. except that commercial activities may be charged a fee if required by the Property Management Unit.

4. Locations which are suitable for private use include (but are not limited to):
 - Gardens beside Marama Hall
 - Paved areas beside the Staff Club
 - Paved areas beside St David lecture theatre complex
 - Water of Leith steps
 - Union lawn
 - Plaza Building forecourt
 - Clock Tower lawn (University and community functions only)
5. Before approval, the Property Management Unit will consult with the Registrar, Academic Services, University Union, Campus and Collegiate Life, Proctor's Office, OUSA, Events Centre, and any directly-affected department(s) to consider whether the private use is appropriate and to avoid conflicts with other activities.
6. Any catering on campus grounds shall be organised through the University Union (in which case the University Union will arrange approval for the use of grounds).
7. In accordance with the Campus Memorial Policy, no funerals, or burial or scattering of ashes are allowed on campus grounds.
8. The use of grounds must comply with all University Health and Safety requirements.
9. If at any time (whether before or after a booking has been confirmed) an event is considered to be capable of involving unacceptable risk of harm to any persons or property or to the reputation of the University and concerns raised about it are unable to be resolved through discussion with the Property Management Unit, the issue is to be referred to the Director, Property Services. On being satisfied of the existence of such risk, the Director may determine that the event is not to proceed or must be relocated to a more appropriate venue.

Related Policies, Procedures and Forms

- Alcohol Regulations
- University Campuses and Premises Regulations
- Campus Memorial Policy
- Health and Safety Policy
- Smoke-free Policy

Contact for further information about this Policy

If you have any queries regarding the content of this policy or need further clarification, contact the Property Manager, Property Services Division on murray.gray@otago.ac.nz.

Keywords [For use in policy metadata]

Campus, grounds, commercial, event