

Facilities Management Division
The University of Waikato
Private Bag 3105
Hamilton, New Zealand

Unisafe
Block B Annex
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**The
University
of Waikato**
Te Whare Wānanga
o Waikato

REQUESTS FOR PERMISSION FROM STUDENTS FOR STALLS, SPECIAL POSTERS, OR ANY OTHER FUNDRAISING OR RELATED ACTIVITY

Advertising and commercial activities on campus are regulated by Miscellaneous Regulation 6, which reads:

“Advertising and commercial activities generally are permitted on the campus, and within the University’s buildings, only with the specific permission of the Vice-Chancellor.” (Refer University of Waikato Calendar 1996, p 245.)

Decisions are delegated to Facilities Management Division. Representatives of student organisations should apply to the Security Services Centre, B block Annex (where extra forms are also held). The form is also available on the University web pages at: www.waikato.ac.nz/fmd/services/stalls.shtml.

Application forms should be delivered to the office above, or faxed to (07) 838-4935.

Student organisations undertaking fundraising activities for the support of their own activities will ordinarily be given permission - provided that these activities are not in conflict with the licensed commercial activities on the campus, or with the University’s other obligations or interests.

A **student organisation** is a club or society affiliated with the Waikato Students’ Union/Campus Services Limited, or in some other way with a school or other unit of the University.

Organisations not closely affiliated with the University will not usually be granted permission.

Hamilton City Council (HCC) Health Permit

Any person or group offering **food for sale, for fundraising purposes only**, must gain a permit from the HCC. The permit is free but is required. A form is attached for you to complete. Please attach a signed copy to this request. If you have any questions regarding sale of food, please contact the Environment Health Section of the Hamilton City Council, phone (07) 838 6633.

Sites

Approval may be given for sites under the main shops covered way in the centre of the campus. It is **unlikely to be given** for sites near main teaching facilities such as L and S Blocks, or the Library. Any other proposed site requires specific approval.

Some do’s and don’ts

- loud bands are not permitted
- excessive posters, fliers under car windscreen wipers, etc are not permitted
- organisers are responsible for cleaning up litter, furniture, equipment
- liaise with the WSU/CSL to ensure there is no conflict with other major activities

THE APPLICATION FORM IS INCLUDED WITH THIS PAPER.

Ray Hayward
Security Manager
Facilities Management Division

Updated November 2001

TO: The Security Manager
Security Services Centre, B Block Annex
University of Waikato
Private Bag 3105
HAMILTON

- 1 Name of organisation or individual
- 2 Briefly describe the organisation's function, including its affiliations with the University.
.....
- 3 Describe the proposed activity for which permission is sought, including purpose.
.....
- 4 Requested Location:
- 5 Date for Request:
- 6 Name, contact telephone number, postal address and email address if possible, of person making this application:
Name Phone
Address
Email.....
Signature Date
- 7 Date by which response is needed
- 8 *I attach a signed copy of the Hamilton City Council permit for selling food on campus, as detailed in the instructions. (Required if person or group is offering food for sale, for fundraising purposes or not.)*

RESPONSE Approved/Declined (Notify person concerned)

CONTACT ext for further discussion.

COPY TO Superintendent of Grounds
 Manager, Campus Services Limited
 Signed copy back to person making request