University of Prince Edward Island Policy		Policy No. govbrdrmt0006	Revision No. 0
Policy Title	University Events Involving Minors		Page 1 of 2
Creation Date	December 1, 2004	Version Date	April 1, 2005
Authority	Board of Governors	Review Date	April 1, 2010
Responsibility	Vice President, Finance & Facilities		Access C

1 Purpose

To establish policy and procedures governing events at the University involving minors and/or high school students.

2 Scope

This policy covers all events sanctioned by the University or held at University facilities that are primarily or substantially to be attended by minors and/or high school students. It establishes a risk assessment and event approval process. This policy is not intended to prevent or discourage the Student Union or the University from organizing all ages events for UPEI students. *Note : The Student Union will hold its own risk assessment and event approval process for events that it organizes for UPEI students.*

3 Responsibility

3.1 This policy falls under the general authority of the President.

3.2 The Vice President, Finance & Facilities or designate, in consultation with the Comptroller, Director of Facilities Management, Student Union Executive Committee, Director of Residence & Conference Services or other University officials as applicable, shall have the authority to approve or reject any application to hold a University event involving minors, including those 18 years of age or younger and/or high school students.

4 Policy

4.1 Event Approval Process

4.1.1 An event organizer shall be required to obtain an *event approval* from the Vice President Finance & Facilities or designate before proceeding with any of the following events:

4.1.1.1 a teen dance or all ages dance;

4.1.1.2 any event of more than 200 people where persons 18 years of age or younger and/or high school students are expected to be the main participants; with the exception of sporting events organized by University officials and high school convocations or similar events; or,

4.1.1.3 any event where the Director of Facilities Management or Comptroller has requested an *event approval* process.

4.1.2 The Vice President Finance & Facilities may require a *formal risk assessment* before considering an event approval application.

4.1.3 The Student Union shall have the right to require a *formal risk assessment* for any event, as described in 4.1, that is to be held in the Murphy Student Centre.

4.2 Formal Risk Assessment

4.2.1 A *formal risk assessment* shall include;

4.2.1.1 a detailed description of the event signed by the event organizer;

4.2.1.2 an evaluation of the security requirements;

4.2.1.3 an evaluation of the insurance risk;

4.2.1.4 an evaluation of the risk of under-age drinking, drug use, rowdiness, injury to participants, or other inappropriate or illegal behaviors; and

4.2.1.5 an assessment of room capacity and appropriateness of location.

4.2.2 A *formal risk assessment* must be approved by both the Director of Facilities Management and Comptroller, or designates. Such approval shall include recommendations to the Vice President Finance & Facilities on whether or not the event should be held.

4.2.2.1 For events in the Murphy Student Centre, the Student Union shall receive a copy of the *formal risk assessment* and shall have the right to make its own recommendation to the Vice President, Finance & Facilities.

4.2.3 The event organizer shall provide and attest to the information required for the *formal risk assessment*.