

DCO-09-071

Document Control Register

DCO Procedure

## Al Yamamah University Events and Activities Policy

Policy Owner	University Council
Policy Author	University Council and GM Business Development & Strategy
Version	V 2.0
Issuing Authority	University President
Document Date	31 <sup>st</sup> December 2019
Last Modified/Revised	01 May 2018
Circulation	All Faculty, All Departments, All Interlink
Effective Date	1 <sup>st</sup> January 2020
History	The policy was reviewed and updated by the University Council. This policy overrides all previously-issued policies related to events and extra-curricular activities on campus.

DCO Form V1.1

## **Al Yamamah University Events and Activities Policy**

### **Preamble**

- a-** No professional, student or community service event or activity, no matter the size or context, is to be organized on the YU campus for males or females without PRIOR written permission from the YU President.
- b-** It is the responsibility of the event or activity planner or organizer to secure the initial approval from his/her direct manager or dean, who then is supposed to forward his/her recommendation to the university president in order to seek final approval.
- c-** This policy overrides all previously-issued policies in this regard and applies to all on-campus events and activities.
- d-** Violators of this policy will be subject for formal investigation, and possibly disciplinary actions by YU.

### **Purpose of the Policy**

The purpose of this policy is to help colleges, departments, student clubs and other units as well as individual faculty or staff in planning, scheduling and executing events (such as meetings, exhibitions, performances, conferences, training, and recreational events) at YU.

## Events Reference

- a-** The Communication and University Relations Department at Al Yamamah University is officially responsible for events at YU.
- b-** All event plans and requests, already approved by YU President, must be directed to the Communication and University Relations Department who owns, coordinates and manages the university events calendar and who is responsible for the coordination of media coverage and the avoidance of any conflict between events (in time or place).

## Venues

- a-** A venue is any location where an event (activity, meeting, conference, etc.) may be held. Examples of venues are Shaikh Mohammed bin Ibrahim Alkhudair Hall (SMIK), Tuwaiq Auditorium, men's campus lobby, women's campus lobby, small auditoriums (C001, B001, etc.), sports building, drawing halls, classrooms, etc.
- b-** Events in Skeikh Mohammed bin Ibrahim Alkhudair (SMIK) must be booked in advance by arranging with the Communication and University Relations Departments.
- c-** Events in other venues must be booked in advance by arranging with the Deanship of Admission, Registration, and Student Affairs (DARSA).

## Event Ownership

- a-** The Event Owner is the primary initiator, planner and contact person for the event and accepts full responsibility for all stages of planning and execution of the event.
- b-** The Event Owner takes full responsibility for all stages of planning and execution of the event.



- c-** The Event Owner must demonstrate a strong presence at the event and, when necessary, have a representative at the event who can act on his/her behalf.
- d-** The Event Owner takes fiscal responsibility for managing event costs after receiving the allocated budget issued according to the related university policy in place.

## **Event Ownership: Non-YU Events**

- a-** Al Yamamah University welcomes official organizations seeking to hold events at YU.
- b-** Non-YU Event Owners must contact the Communication and University Relations Department in arranging/supervising their events.
- c-** In order for non-YU Event Owners to gain access to YU facilities, there should be a significant university interest in hosting the event. This will be determined during the initial discussion of the non-YU Event Owner's request to use YU premises for their event.
- d-** The Communication and University Relations Department should ensure that any proposed non-YU events are compliant with the university's strategic directions and image.
- e-** No non-YU events shall be accepted unless they demonstrate clear university interest in hosting them, and a clear link between the proposed non-YU event and the educational mission of Al Yamamah University and its reputation in the community.

## **Announcement and Advertising**

- a-** Event announcement and advertising services will be taken charge of by the Communication and University Relations and will not be delivered before copy is provided by the Event Owner.
- b-** When an event requires online registration, admission by ticket, or attendance limit, all advertising must describe such requirements.

## Required Procedures for Event Planning and Execution

- a-** Colleges, departments, units, and student clubs must prepare and submit an Events Plan each semester to their management (colleges to Vice President, individual faculty or staff to college deans, and student clubs to Dean of Registration, Admission and Student Affairs, etc.)
- b-** Approved plan must go to the Communications and University Relations Department, referred to in this policy as the Event Reference.
- c-** Impromptu events must be planned and approved two weeks prior to their execution.
- d-** Event Owners must fill out the attached forms (requesting logistical, IT and other forms of support) and send them to the concerned departments and units (CC to the Communication and University Relations Department) one week in advance, to guarantee support.
- e-** No requests will be acted upon or addressed if communicated at one or two day notice.
- f-** Event Owners are responsible for collecting feedback and keeping all documents (letters, approvals, bills, invoices, etc.) for archiving and other administration purposes.

## Exceptions

The University Council reserves the right to decide on any situation/circumstances outside the conditions stated in this policy.

## Authorization

This policy was authorized by:



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University President

Date: 1-1-2020