

## **Activities and Venues Management Regulations for Zhejiang University International Campus**

To strengthen the management of activities and venues of Zhejiang University International Campus (hereinafter referred to as International Campus), according to “Regulation About the Declare of Reports, Activities, Seminars and Lectures in Zhejiang University” and “Security Management of Large-scale Activities of Zhejiang University” and relevant laws and regulations. Also combining with the reality of International Campus, this regulation is formulated.

I. Any unit who wants to rent venues to off-campus units for activities needs permission from International Campus. The following conditions are excepted: internal working meeting, teaching, research and soon held by units from International Campus.

II. Venus renting cannot affect the regular teaching, studying and working of International Campus. Teaching buildings can only be rented during weekend.

III. The holder should apply five days earlier before the activity held, and should submit the “Activities and Venues Application in Haining International Campus” (attached).

IV. The safety responsibility must be clear when renting venues to hold activities. Guarantee from internal units is essential and the units should be responsible for the safety of the activity.

V. If more than 500 in-campus individuals, or 100 off-campus visitors are expected to be involved in the activity, it must be reported to the general affairs department for permission. And a safety scheme should be made, which should consist of the following details:

- 1) The time, place, content and scope of personnel of the activity.
- 2) The expected scope of the activity and the capacity of the venue.
- 3) Safety principal, staffing and position statement.
- 4) Activity venue and safety measures of facilities.
- 5) The number of vehicles, the path, parking and dispersing of vehicles.
- 6) The security check measures of participants.
- 7) Maintain site order and disperse people.
- 8) The emergency response plan.

VI. This regulation will be valid right after issued.

## Activities and Venues Application of International Campus

Full name of the sponsor						
Full name of the undertaker						
Application time				Applicant		
Director of the activity		Name		Phone number		
		Units		Position		
Relative Matters	Topic of the activity					
	Time		Place			
	Expected number of participants		Expected number of Vehicle			
	Main Arrangement					
	Information or presenter	Name		Position		
		Nation		Region		
Unit						
Resume						
Topic of the activity						
Opinions of the Sponsor		I have investigated this activity, which is legal according to Chinese law. Signature: Stamp:				
Investigate opinion		If more than 500 in-campus individuals, or 100 off-campus visitors are expected to be involved in the activity, it must be reported to the general affairs department for permission. Signature: Stamp:				
Security department (general affairs department Investigate opinion)		Signature: Stamp:				

Annotation : the investigators of sponsor/undertaker unit is its director of Party affairs.

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