

国际联合学院（海宁国际校区） 活动及场地管理规定

为加强国际联合学院（海宁国际校区）（以下简称国际校区）各类活动及场地的管理，根据《浙江大学关于报告会、研讨会、讲座、论坛等活动申报流程的若干规定》《浙江大学大型活动安全管理办法》以及有关法律、法规和规定，结合国际校区实际，制定本规定。

第一条 浙江大学各单位或主（承）办方为校外单位在国际校区租用场地举办活动的须经国际校区相关部门审批。下列情况除外：国际校区各单位组织的单位内部工作会议，宣传教育、教学、科研等活动。

第二条 租借场地以不影响国际校区正常教学、科研、办公为原则，其中教学大楼场地租借仅限非工作日。

第三条 主（承）办者应当在活动举办日的**5**日前提出使用场地申请，提交《国际联合学院（海宁国际校区）活动及场地申请表》（见附件）。

第四条 国际校区各单位租借场地开展活动，应当明确主（承）办者各自的安全责任。校外单位租借场地举办各类活动，该活动必须有国际校区所属单位担保，担保部门对该活动的安全负责。

第五条 参加人数每场次预计达到**500**人（校内人员）及以上，或有校外人员参加的每场次预计达到**100**人及以上的活动，主（承）办者必须报校区综合办、总务部

审批，并制定安全工作方案。安全工作方案应包括下列内容：

- （一）活动的时间、地点、内容及参与人员范围；
- （二）活动场所可容纳的人员数量以及活动预计参加人数；
- （三）安全责任人、工作人员配备、岗位职责；
- （四）活动场所和设施的安全措施；
- （五）车辆数量、行进路线及停放、疏导措施；
- （六）入场人员的查验或安全检查措施；
- （七）现场秩序维护、人员疏导措施；
- （八）应急处置预案。

第六条 本规定自发布之日起施行。

浙江大学国际联合学院（海宁国际校区）活动及场地申请表

主办单位全称						
承办单位全称						
填表时间		年 月 日		填表人		
活动负责人		姓名		电话		
		单位		职务		
活动有关事项	活动主题					
	时间		地点			
	预计参加人员数量		预计车辆数			
	主要活动安排					
	主讲人简况 (可另附页)	姓名		职位		
		国籍		国家/地区		
		单位				
		个人简历				
活动主题与主要内容 (可另附页)						
主办/担保单位 审核意见	我已对该活动进行了审查，该活动内容没有违反我国法律法规。 负责人签字：_____ 单位盖章 _____					
宣传归口部门 (综合办) 审核意见	(预计校内参加人数达到 500 人以上或有校外人员参加人数达到 100 人的活动需要审批) 负责人签字：_____ 单位盖章 _____					
保卫归口部门 (总务部) 审核意见	负责人签字：_____ 单位盖章 _____					

注：主办/担保单位审核人为该单位的党政主要负责人。

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.
