

Guidelines for In-Person Student Events  
UNB Fredericton, Fall of 2020  
Revised, August 12, 2020

Governing Principles

1. This document applies to events organised and run by Recognised Student Groups of the University of New Brunswick, whether on or off-campus.
2. Decisions with regard to student events will be based primarily on protecting the health and safety of participating students and the UNB community;
3. Public Health guidelines will be strictly adhered to in the planning and implementation of any event;
4. No event will be permitted if it could interfere with the safe implementation of the academic mission of the university (including causing challenges with regard to students, staff or faculty accessing classes, labs or offices);
5. Only those events that are considered “low risk” in the *UNB Fredericton Student Event Risk Management Policy* (the “Policy”) may be permitted to proceed: A “low risk” event:
  - a. does not include transportation, physical activity, alcohol [or cannabis], any food... and/or does not expose participants to any hazardous elements;
  - b. involves only as many participants as would be permitted by Public Health distancing requirements in relation to the size of the space used; and
  - c. does not pose a reputational risk to UNB.
6. Events must not bring onto campus significant numbers of people who would not otherwise have reason to be on campus – the definition of “significant numbers” shall be determined on a case-by-case basis.

Process

1. Subject to these guidelines, only events planned and implemented by trained Primary Event Organisers (PEOs) representing Recognised UNB Fredericton Student Groups (as both terms are defined in the Policy) will be permitted on campus;
2. Any event that is held on campus must involve the participation of students currently enrolled at UNB Fredericton only;
3. For the purposes of the 2020-21 academic year, a new body shall be created specifically to implement these guidelines: the Special Pandemic Student Event Review Committee (SPSERC), comprised of two representatives from Student Services to be appointed by the Assistant Vice-President, Student Services, and one representative from the Student Union, to be appointed by the President of the Student Union;
4. Student Groups proposing to hold any event on campus must:
  - a. Obtain the consent of their Sponsoring Body (the Student Union, Residence, Campus Recreation or their Faculty) to bring forward a proposal for their event;
    - i. The Sponsoring Body should consider the following factors in determining whether or not preliminary approval will be granted:
      1. Does the proposed event comply with the principles elucidated above and these guidelines?
      2. Will the proposed event contribute positively to the mission of the university and of the sponsoring body?
      3. Will the proposed event enhance the student experience?
      4. Is the proposed event consistent in its design and intention with decisions of the University in similar situations?

- ii. The Sponsoring Body shall deliver its preliminary decision to the group proposing the event in writing (via email);
  - b. If consent is obtained from the Sponsoring Body, prepare an Operational Plan (template attached) for the proposed event that sets out clearly how the event will comply with Public Health guidelines and keep participants safe; this Operational Plan must include a copy of the approval email from the Sponsoring Body;
  - c. Must submit the operational plan to the SPSERC at [meet@unb.ca](mailto:meet@unb.ca) for review, revision and approval:
    - i. The SPSERC will review the proposed date, time and location of the proposed event to confirm that, if it is permitted to take place, the proposed event will not interfere with the implementation of the academic mission of the university;
    - ii. If the SPSERC determines that the proposed time, date or location of the proposed event would interfere with the implementation of the academic mission of the university, the SPSERC will advise the PEO of this fact and work to identify a more suitable time, date and/or location;
    - iii. If/Once the proposed event does not interfere with the academic mission of the university and complies with the criteria set out in this guideline, the SPSERC may simply approve the event;
    - iv. The SPSERC shall render its final decision in writing to the group proposing the event.
  - d. If the SPSERC, either immediately upon receipt of the proposal or after any process required by the committee, approves the event proposal, the group proposing the event shall communicate with Campus Security providing it with details of the date, time, location and number of participants for the event, as well as any further information Security may request.
- 5. A decision by any of the above review bodies not to approve the proposed event is final. No appeal may be brought.
- 6. Applications to hold events must be submitted to the SPSERC no later than 28 days before the event is scheduled to take place, though this requirement may be waived by the SPSERC where the situation warrants it.