Memorandum IV

PROCEDURES FOR APPROVAL AND SUPERVISION OF EVENTS

The following is to be accepted as amendments to MEMORANDUM 1; EVENTS: PERMISSION, LOCK-OFF TIMES AND EXTENSION in *Aston Preston Hall Regulations Handbook (2009)*

1. All events must receive approval from the Student Services & Development Manager (SSDM).

2. A student representative or resident wishing to host an event through the Hall/in Hall must indicate so to the Resident Advisor (RA) under whose portfolio the organizer or the event falls.

3. The student representative or resident will write a letter or proposal that must be approved by the RA (the RA must sign each page of the letter or proposal), before same is submitted to the SSDM for final approval.

4. All proposals or letters for planned activities/events must be submitted to the appropriate RA three weeks before the date of activity/event.

5. All proposals or letters for planned activities/events must be submitted to the SSDM two weeks before the event.

6. No activity/event in Hall will be approved by the SSDM to run beyond 10:00 p.m. which is the start of quiet time.

7. All proposals for planned activities/events (parties, fun-days, etc.) of the Hall hosted external to the Hall, however on the Mona Campus, must be submitted through the SSDM to the Director of Student Services for approval at least one week before the event.

8. No activity/event of the Hall hosted external to the Hall will be approved by the SSDM to run beyond 2:00 a.m.

9. The RA should provide general overview of the event.