



M O N I T O R

OF THE UNIVERSITY OF WARSAW

Item 102

ORDINANCE NO 29

OF THE RECTOR OF THE UNIVERSITY OF WARSAW

of 6 April 2016

on security of events

Pursuant to Article 66 s. 2 point 5 of the Act of 27 July 2005 – Law on Higher Education (Journal of Laws of 2012, item 572, as amended), and § 35 point 11 of the Statute of the University of Warsaw (UW Monitor 2015, item 150, as amended), it is hereby ordered as follows:

§ 1

Scope of application

The ordinance lays down the rules for organisation and conduct of events on property of the University of Warsaw, as well as the rules for organisation of events by the University of Warsaw outside property of the University of Warsaw.

§ 2

Definitions

Within the meaning of the ordinance:

- 1) event shall mean a project undertaken outside the study curriculum as well as educational and research activities, involving a gathering of people, arranged for recreational, scientific, informative or profit-generation purposes (artistic and recreational, cultural, scientific, sport, integration event or a get-together, etc.); within the meaning of the ordinance, the event shall not include, in particular:
 - meetings of collective and election bodies of the University;
 - meetings on the occasion of the public defence of doctoral dissertation;
 - gatherings and manifestations referred to in Article 230 of the Act of 27 July 2005 – Law on Higher Education, held in accordance with the procedure and in keeping with principles specified in § 143 of the Statute of the University of Warsaw;as well as meetings:
 - of student (doctoral student) scientific and artistic circles;
 - of student (doctoral student) artistic and sport teams;
 - university student organisations and associations;with the sole participation of members, except associations registered outside the University of Warsaw;

- 2) event organiser shall mean the organisational unit of the University of Warsaw, students' or doctoral students' governmental body, council of residents of the Student Hostel (Research Staff Hostel), University student organisation, research or artistic team or circle operating at the University, identified in the notification; a member of the academic society, arranging an event on property of the University of Warsaw, can also be the event organiser;
- 3) event participant shall mean every person participating in the event, irrespective of the character of the participation; in particular the event participants also include persons participating in the organisation of the event, including persons acting as security guards appointed by the organiser.

§ 3

General rules

1. It shall be prohibited to:
 - 1) organise events in buildings and on other properties not meeting security conditions announced in separate regulations, in particular in underground garages;
 - 2) block access roads for the ambulances, and evacuation routes;
 - 3) bring to the property, and use thereon arms and other dangerous items, explosives, pyrotechnic and other flammable materials, alcoholic beverages, drugs and or other narcotic agents.
2. The number of the event participants shall be limited to 50 in any room or on the area having just one emergency exit.
3. At least the following rules shall be complied with during the event:
 - 1) with respect to security and order, security guards of the organiser and persons responsible for the event shall have the right to issue binding guidelines and orders to other event participants;
 - 2) event participants shall be prohibited to behave in the manner posing risk to other persons, or cause false alarms.
4. Preparation, performance and security of the event shall be the responsibility of the organiser, who shall be obliged to notify the participants of the security regulations, as well as to designated marked emergency exits. The consent to organise the event obtained by the event organiser or no objection, shall be considered just a confirmation of the possibility to organise this event, and shall not release the organiser from the duty to ensure secure conditions of the event organisation, ongoing cooperation with the OHS and Fire Protection Inspectorate, as well as to coordinate the activities undertaken with the unit managing the location or area, at which the event is to be held.
5. For securities reasons, the chancellor may, on temporary basis, certain areas of the University of Warsaw unavailable for the purposes of event organisation (of all or certain types).

6. For important reasons, in particular in case of materialisation of risk to security of persons participating in the event, the chancellor or a person authorised by the chancellor may end the event or request evacuation of participants of the event during the event. In an emergency, the event may be closed by the head of the organisational unit managing the building/area, at which the event is held, or by an employee of the Property Security Section of the Economic Office.

7. It shall be considered justified that managers of the organizational units managing the premises and areas at the University of Warsaw, appoint the maximum number of persons, who simultaneously may stay at various halls/rooms during the event. This information shall be provided to the users and the chancellor.

8. Irrespective of the consent for holding the event as required by provisions of the ordinance, the event organiser shall be also obliged to obtain the substantial consent of responsible authorities of the University if it is required by separate regulations.

§ 4

Events at the University of Warsaw with the participation of up to 50 participants

1. The event gathering up to 50 participants inclusive shall require a written notification by the event organiser to the head of the organisational unit managing the building/area at the University of Warsaw, at which the event is to be held.

2. The notification shall be submitted at least three working days before the start date of the event (working days shall be understood as days from Monday to Friday, excluding statutory holidays).

3. The notification shall explicitly identify the location, date, nature of the event, number of its participants, organiser (first name and surname/name, contact details, including telephone and e-mail) and the external organiser (if the agreement was concluded with the external organiser), and shall be signed by the organiser. The notification form is attached as an appendix to the ordinance.

4. For important reasons, the head of the organisational unit referred to in s. 1 may express his/her objection to the proposed event subject to the notification. The objection should be made in writing without undue delay. Lack of objection shall be equivalent to expressing consent for the event. In particular, important reasons shall include: failure to provide the data referred to in s. 3, previous booking of the event location specified in the notification for other purposes, selecting the event location that does not meet security requirements taking into account the number of participants or the nature of the event, selecting as the event location the location temporarily unavailable for the purposes of organisation of events, as well as the situation when the event would breach generally binding legal regulations.

5. The head of the organisational unit referred to in s. 1 may propose another location or timing of the event to the organiser.

6. In case of objection, the organiser may appeal against the objection to the chancellor. The decision of the chancellor shall be final.

§ 5

Non-mass events at the University of Warsaw with the participation of more than 50 participants

1. In case of events with the participation of more than 50 persons, it is necessary, without any exceptions, to satisfy certain technical conditions specified below, provided that fire protection conditions in the permission to use the building do not provide otherwise:

- 1) the room has to have at least two emergency exits, opening in accordance with the evacuation direction;
- 2) the width of all exits must be adjusted to the number of people who can simultaneously be in the room – it cannot be less than 0.9 meters;
- 3) the distance between the exit from the room and the doors to the staircase or the doors to the outside of the building cannot exceed 10 m;
- 4) it is necessary to ensure that emergency roads are not blocked and are of proper technical condition, as well as to ensure necessary lighting and fire protection signs.

2. The duties of the event organiser should include ensuring the security resources – adequate to the type and timing of the planned event, and in particular:

- 1) obtaining the consent referred to in s. 6 for organising the event;
- 2) ensuring security guards or public protection services, adequate taking into account the number of people, location and character of the event;
- 3) ensuring – within the necessary scope – medical assistance, in particular with respect to first aid and procedures in crisis situation, suitable taking into account the number of people, and the location and nature of the event;
- 4) subject to ss. 3 and 4, obtain opinions from the OHS and Fire Protection Inspectorate. The opinions shall be issued at the request of the organiser, within three working days from submitting the request. In particular the opinion shall include the security evaluation and recommendations with respect to the rules for the event organisation, taking into account the specific location of the event, including the number of emergency exits, the distance between the exit from the room and the doors to the staircase or the doors to the outside of the building.

3. The opinion referred to in s. 2 point 4 shall not be required in case of halls/rooms with the maximum specified number of persons, who can stay at these premises simultaneously, unless the head of the organisational unit managing the place of the event requests an additional opinion from the aforementioned services.

4. The opinion referred to in s. 2 point 4 shall not be required in case of an external organiser, who carried out the analysis of the event security on its own, and implemented relevant technical, personnel and organisational measures.

5. The organiser shall be responsible for ensuring that the number of participants participating in the event does not exceed the number declared in the event notification form.

6. Obtaining the written consent of the head of the organisational unit managing the building/area of the University of Warsaw, at which the event is to be held, shall be required to hold the event.

7. The request for the consent shall be filed by the organiser at least two weeks in advance.

8. The request shall explicitly identify the location, date, nature of the event and the event agenda, number of its participants, organiser (first name and surname/name, address, contact details, including telephone and e-mail) and the external organiser (if such an agreement was concluded), and should be signed. Opinions referred to in s. 2 point 4, as well as a copy of the agreement with the external organiser, if such an agreement was concluded, should be enclosed to the request. Other documents confirming security of the event planned can be enclosed to the request. The notification form is attached as an appendix to the ordinance.

9. The head of the unit referred to in s. 6 can, for security reasons, request the organiser to present additional explanations or documents, e.g. the opinion referred to in s. 3, opinion of the OHS and Fire Protection Inspectorate or the Property Security Section of the Economic Office, or the event rules.

10. For important reasons, the head of the organisational unit referred to in s. 6 may refuse to express the consent for the event. The refusal shall be made in writing. In particular, important reasons shall include: failure to provide the data referred to in s. 8 or failure to supplement the request referred to in s. 9, previous booking of the event location specified in the notification for other purposes, selecting the event location that does not meet security requirements taking into account the number of participants or the nature of the event, selecting as the event location the location temporarily unavailable for organisation of events, as well as the situation when the event would breach generally binding legal regulations.

11. The head of the organisational unit referred to in s. 6 may propose another location or timing of the event to the requestor.

12. In case of the refusal, the requestor can appeal to the chancellor. The decision of the chancellor shall be final.

§ 6

Mass events held at the University of Warsaw

1. Organisation and conduct of mass events shall comply with absolutely binding provisions of the Act of 20 March 2009 on mass events security (Journal of Laws of 2013, item 611) and secondary legislation to this Act.

2. The consent of the Rector shall be required for organisation and conduct of a mass event at the University of Warsaw.

3. The request for the consent shall be filed by the organiser at least one month in advance.

4. The request shall explicitly identify the location, date, purpose, nature and programme of the event, number of its participants, including the number of participants present simultaneously at the event location, organiser, security manager (first name and surname/name, address, contact details, including telephone and e-mail) and the external organiser (if the agreement with such an entity was concluded), list of all persons responsible for correct conduct and organisation of the event, number of representatives of the organiser (external organiser) present during the event, including persons trained in first aid and crisis management, method of communication with these persons by services of the University of Warsaw during the event, as well as the method of restoration of the previous status after the event. The request should be signed. Documents confirming meeting the conditions imposed by regulations on mass events security, including in

particular an opinion of the poviast (city) Police commander and the National Fire Brigade, copy of the request to issue the consent for organisation of the mass event together with appendices specified in Articles 25 and 26 of the Act on mass events security, copies of agreements with external entities ensuring security of participants, order protection, medical assistance, as well as a copy of the agreement with the external organiser if such an agreement was concluded.

5. For security reasons, the Rector can request presenting additional clarifications or documents.

6. For important reasons, the Rector may refuse to express the consent for the event. The refusal shall be made in writing.

§ 7

External organiser of the event

1. The University of Warsaw can entrust organisation and conduct of an event on property of the University of Warsaw to an external organiser, subject to compliance with applicable regulations, including provisions of the Act – Public Procurement Law.

2. Only an entity having necessary knowledge and experience, technical potential, as well as employee qualified to execute the contract can be the external organiser.

3. The agreement shall be drawn up in writing and shall include, in particular, the declaration of the external organiser on familiarising itself with the ordinance, information on the entity responsible for the analysis of the event area and organisation, in particular in view of compliance with hygienic and safety conditions, and availability of the infrastructure ensuring security of the event, information on timing, location, nature and number of the event participants, as well as planned security measures adjusted to the event type and the number of participants.

4. Conclusion of the agreement with the external organiser shall not release the university organiser from the duty to monitor and supervise the fulfilment of its duties by the external organiser.

§ 8

Agreement on making available property

1. Organisation of events on property of the University of Warsaw by third parties shall require concluding a written agreement on making available property (lease, lending, rental agreement).

2. In particular, the agreement shall include the following information:

- 1) information on the location, type and date of the event, as well as its agenda;
- 2) information on the entity responsible for secure conduct of the event, as well as the method of communication with this entity and its services during the event;
- 3) planned security measures adjusted to the type and timing of the event, and the number of participants;
- 4) principles for restoration of the previous status after the event;
- 5) in case of mass events, the event rules, as well as a graphic plan of a venue along with the description referred to in Article 26 s. 1 point 1 of the Act on mass events security, agreed with services of the University of Warsaw (OHS and Fire Protection, and the Property Security Section of the Economic Office) should be

enclosed to the agreement; the agreement should also include the obligation to present a copy of the consent of the responsible authority (commune administrator (*wójt*), a town mayor (*burmistrz*) or a president of the city (*prezydent miasta*)) for the mass event, at least three days prior to the planned date of the event.

Persons representing the tenant in the agreement shall be responsible for security of such events.

§ 9

Events outside property of the University of Warsaw

1. Events organised based on the order of the University outside its property shall require concluding, subject to compliance with provisions of the Act – Public Procurement Law, an agreement setting out basic principles and conditions for ensuring security of the event participants.

2. The agreement concluded in written form shall, in particular, identify:

- 1) date, location and nature of the event;
- 2) entity responsible for ensuring security of participants during the event, as well as the method of communication with this entity and its services during the event;
- 3) planned security measures adjusted to the type and timing of the event, and the number of participants;
- 4) in case of mass events – the entity applying for the consent to organise the mass event; in any case, the University should at least have a copy of the consent to hold the event.

§ 10

Final provisions

1. Responsible organisational units of the University shall be obliged to cooperate with organisers of the events in order to ensure security of events, taking into account provisions of the ordinance.

2. Failure to comply with provisions of the ordinance, in particular failure to report the event, organisation of the event by persons, who failed to obtain the consent required by provisions of the ordinance or failure to ensure security measures required by the ordinance, shall be considered a breach of binding University regulations, resulting in disciplinary or criminal liability based on separate regulations.

§ 11

The ordinance shall come into force as of 25 April 2016.

Rector of the University of Warsaw:
M. Pałys

Template

FORM

- A.** Rental of a room, space, area
- B.** Notification of the event with the participation of **up to 50** participants
- C.** Notification of the event with the participation of **more than 50** participants

A.					
ORGANISER <input type="checkbox"/> UW organisational unit <input type="checkbox"/> Student/doctoral student organisation <input type="checkbox"/> External unit					
LOCATION				BOOKING CONFIRMATION	
TIMING <i>date and hours: from – to</i>					
RENTAL PURPOSE <i>meeting title and subject, form</i>					
INVITED GUESTS <i>first names and surnames of speakers and their functions</i>					NUMBER OF PARTICIPANTS
CONTACT DETAILS OF THE RESPONSIBLE CONTACT PERSON APPOINTED BY THE ORGANISER	First name and surname				
	Telephone			e-mail	
	Person collecting keys at the gatehouse				
AUDIOVISUAL EQUIPMENT	<input type="checkbox"/> COMPUTER	<input type="checkbox"/> PROJECTOR	<input type="checkbox"/> SCREEN	<input type="checkbox"/> AUDIO RECORDING	<input type="checkbox"/> MICROPHONE
	<input type="checkbox"/> OTHER				
CATERING SERVICES	Company			Contact	
	<input type="checkbox"/> COFFEE SERVICE	<input type="checkbox"/> COLD BUFFET		<input type="checkbox"/> HOT BUFFET	
MEDIA PARTICIPATION	<input type="checkbox"/> YES.				<input type="checkbox"/> NO
PAYMENT METHOD	<input type="checkbox"/> ADVANCE PAYMENT		<input type="checkbox"/> ONE-OFF PAYMENT		
	<input type="checkbox"/> QUARTERLY NOTE		<input type="checkbox"/> OTHER		
TAX IDENTIFICATION NUMBER (NIP) OR ACCOUNT NUMBER OF THE UW UNIT					

B.			
NUMBER OF THE EVENT PARTICIPANTS			
PARTICIPATION OF REPRESENTATIVES OF THE AUTHORITIES	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
ENTRY TO THE EVENT	<input type="checkbox"/> CLOSED	<input type="checkbox"/> FREE ENTRY	
	<input type="checkbox"/> OPEN	<input type="checkbox"/> ENTRY TICKETS	
NATURE OF THE EVENT	<input type="checkbox"/> SCIENTIFIC	<input type="checkbox"/> ENTERTAINMENT	<input type="checkbox"/> SPORT
	<input type="checkbox"/> OTHER.....		

C.			
AGENDA OF THE EVENT			
UNIT/ENTITY ENSURING PROTECTION/SECURITY SERVICE			
NUMBER OF PERSONS			
NUMBER OF PERSONS TRAINED IN FIRST AID AND CRISIS MANAGEMENT:		
MEDICAL ASSISTANCE: <i>method of provision enter the type</i>	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
OTHER IMPORTANT INFORMATION			
ADDITIONAL SERVICES			
APPENDICES:	1. <input type="checkbox"/> Opinion of the OHS and Fire Protection Inspectorate	3.	
	2. <input type="checkbox"/> Copy of the agreement with an external organiser	4.	

Date and signature of the responsible person representing the organiser

Stamp and signature of the head of the unit

Signature of the person issuing the consent

TIME LIMIT FOR SUBMISSION OF THE FORM:

1. In case of an event with the participation of up to 50 participants – at least 3 days before the start date of the event
2. In case of an event with the participation of more than to 50 participants – at least 2 weeks before the start date of the event

Submission of the form **SHALL NOT MEAN** the automatic consent to rent the room. Please **do not print any invitations and posters, and do not announce the meeting in any other way** prior to obtaining the consent.

Rental of rooms to UW student organisations **shall be free**. The form pertaining to rental of general university premises shall bear the **STAMP AND THE SEAL** of: the Dean, Deputy Dean in charge of student affairs, the Head of the UW unit or a Member of the Management Board in case of the General University Student Organisation at UW.