



**SZÉCHENYI
EGYETEM**
UNIVERSITY OF GYŐR

SZÉCHENYI ISTVÁN UNIVERSITY

Events Regulations

13. March 2023



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1.§

- (1) The code of conduct for events organised on the premises of Széchenyi István University (hereinafter referred to as the "University") and in external areas that may be connected to the University are set out in the present Rules of the University (hereinafter referred to as the "Rules") in order to maintain the good reputation of the University, the introduction of a uniform code of conduct for events, the smooth running of education, the personal and property safety of the participants of the event and the orderly use of property owned or used by the University. This policy also applies to events organised by University departments or University citizens in the name of the University, using the emblems of the University outside the University premises, and to events organised by external contractors.
- (2) The University aims to ensure that its events align with its mission and values, do not infringe on its autonomy and do not endanger the integrity of the properties it owns or uses.
- (3) The purpose of the Events Regulations is to ensure that that events are licensed at the University in accordance with the provisions of Annex 2, Section 2 of Act CCIV of 2011 on National Higher Education, in compliance with the provisions of Government Decree 23/2011 (III.8.) (hereinafter: Government Decree), and to
 - a) ensure internal rules and procedures for the preparation and authorisation of events,
 - b) provide an opportunity for the executives and specialists of the University to monitor the preparation and implementation of events and to gain insight into the processes involved in organising events;
 - c) standardise the documentation of event organisation;
 - d) set the same principles for authorising and prohibiting events
- (4) The Rules shall apply to the followings:
 - a) events organised by the Students' Union (hereinafter referred to as the "Students' Union") and its organisations on and/or outside the University's premises, which may be related to the University,
 - b) events organised by any of the faculties, staff members or students of the University, or a group of such persons (group, department, faculty, department, ,student teams, NGOs), on and/or outside the University's premises, which are in connection with the University,
 - c) events organised by partners with a long-term rental contract on the University premises,
 - d) events organised on University premises by external contracting partners.

EXPLANATORY PROVISIONS

2.§

For the purposes of these Rules the words and phrases used herein shall have the following meanings:

- (1) **Event (gathering, occurrence):** an event is a gathering of a predetermined community for a specific purpose, held at a designated place and time, held periodically, not on a daily basis (as a matter of routine).
 - a) This excludes trainings, further training courses or timetabled theoretical, or practical sessions organised by the University, its departments, or faculties, as well as cultural and community programmes organised on the University's premises for fewer than 15 persons, which are not open to the public,
 - b) If the event is accompanied by a display of products, equipment, installations, or other exhibits, it shall be considered a licensed event.
- (2) **Types of events:** university organised events, student events, externally organised events, sports events
- (3) **Main events:** events organised by the Service Centre and Halls of Residence (hereinafter referred to as the "SZKK") and the Career Guidance and Marketing Centre (hereinafter referred to as the "PMK"), as specified in the academic year timetable (e.g.: Opening Ceremonies, Academic Day, Researchers' Night, Day of Hungarian Science, Széchenyi Job Fairs, Diploma Ceremonies, Open Doors, Ceremonial Meeting of the Senate, Point There Party, etc.)
- (4) **University-organised events:** events organised by any faculty members, staff members, or a group of faculty members (group, department, department, faculty, student groups, NGOs) of the University on and/or outside the University's premises, which are associated with the University,
- (5) **Student events:** all events organised by the Students' Union of the University (hereinafter referred to as the "Students' Union"), organised by the organisational units of the Students' Union, faculty committees, and other student organisations.
- (6) **Sporting events:** sporting events held on University-managed territory that are subject to the provisions of Government Decree 54/2004 (III.31.) on the security of sporting events, as well as the rules of competition and match regulations of the sports federations. In these cases, the organiser is obliged to make an official notification of the event, otherwise it shall act under its own responsibility.
- (7) **Organiser (client):** the natural person(s) or legal entity(ies) nominally responsible for obtaining the required permits, making notifications during the organisation of the event, and having the right to take action. The organiser may also be a legal entity who is solely responsible for the financial and legal background and for any material damage.
- (8) **Responsible person:** the natural person who is responsible for the organisation of the event and the observance of the rules related to it. The responsible person and the organiser may be the same person if the organiser is a natural person. The responsible person shall be present on the premises throughout the event in order to ensure that the event has properly been organised and that order has been maintained.

- (9) **Authorising officer:** the President or the person authorised by the President with permanent authorising powers, as provided for in these Rules.
- (10) **Event area:** the area made available to the organiser of the event for the purpose of the event.
- (11) **University territory:** the territories defined in the Annex to the Founding Statutes.
- (12) **Authorised, maximum number of participants and evacuation estimate:** the number of participants that can safely leave the premises within the legal timeframe, taking into account the floor area of the premises and the evacuation estimate.
- (13) **Obligation to obtain a permit from the authorities:** tasks related to obtaining the event permit provided for in Government Decree 23/2011 (III. 8.) on making the operation of music and dance events safer.
- (14) **Duty to notify the authorities:** the duties relating to the notification provided for in the National Fire Safety Code and these Regulations.
- (15) **Musical and dancing events:** a musical and dancing event for the entertainment of guests held regularly or on a specific occasion or at a specific time in a building, structure, or building containing a room for mass accommodation as defined in the Government Decree 253/1997 (XII. 20.) on National Settlement Planning and Construction Requirements (OTÉK).
- (16) **Security personnel:** the staff of the Security Division of Uni-Famulus Ltd. (hereinafter referred to as UF) delegated to the event or persons directly assigned by the event organiser through a personal and property security service provider, who are responsible for maintaining order throughout the event and, if necessary, for evacuating the event venue. This number does not include persons responsible for the security of the premises (porters, security guards, patrols).
- (17) **Health service:** the health service that shall provide basic care at the venue for the duration of the event.
- (18) **Site equipment/original condition:** the equipment and fixtures provided by the University to the Organiser on the site

GENERAL PROVISIONS

3.§

1. Events in the areas under the management of the University may only be organised after the notification of the event in the online Event Notification Form of the University, after authorisation, and after receiving written confirmation of the effect online.
2. The Authoriser decides on the authorisation of events.
3. Support for the organisation of any type of event on University premises is provided by the SZKK.
4. Events must be examined in relation to the legislation on making music and dance events safer, the National Fire Safety Code, and the safety of sporting events, which shall be examined in all cases by the UF Safety Division. In the case of music and dance events, the organiser is responsible for notifying the authorities, applying for a permit, and liaising with the notary.
5. The facilities may only be used as specified in the approved application and in compliance with the safety rules established by the UF Security Division. Any damage caused by use not in accordance with the application shall be compensated by the organiser.
6. An event may only be authorised if the organiser and the person in charge accept and comply with the terms of these regulations and the relevant legislation and other University regulations, and declare in advance that they have done so.
7. The event shall not be allowed if it interferes with the educational activities, harms the interests or reputation of the University, or is contrary to the spirit, aims, and mission of the University.
8. In the case of a public event, the organiser or the person in charge must contact the University's Directorate for Communication and Press Relations (kommunikacio@sze.hu).
9. Events that can be planned in advance by the faculties should be planned for each academic semester. The plan must be sent to the SZKK within 10 working days after the beginning of the semester (rendezveny@sze.hu).

NOTIFICATION, PREPARATION AND AUTHORISATION OF EVENTS

4.§

1. The events specified in Section 1 (4) of these Regulations may be organised only after notification in the online Event Notification Form of the University, after approval, and in possession of a written document to that effect.
2. Requests to hold an event must be submitted on the event registration form no later than 45 working days before the scheduled date of the event, or 60 working days in the case of a music and dance event.
3. When filling in the event registration form, the organiser must provide the name and a brief description of the planned event, the venue, the date and time of the event, the expected number of participants, the equipment and services required for the event, the organiser's

details, the name and contact details of the person responsible for the event and the technical details required for the event. The application must be accompanied by the planned programme and the names of the invitees.

4. Following the notification, the Authoriser shall decide whether to authorise the organisation of the event. If the event has been approved, the staff of the SZKK shall notify the person responsible by e-mail within 15 working days of the notification of any further action to be taken and shall provide the authorisation form.
5. The event shall only be approved if the event has been approved by the professional responsible for the SZKK. The necessary information is provided in the event registration form. If any information is missing, the organiser must provide the missing information within 3 working days of the written notification.
6. The UF Security Division shall determine the legal classification of the event and the conditions for its safe conduct, taking into account the relevant legislation and internal standards. If there is a legal impediment or a major security risk to the planned event, the UF Security Division shall inform the Authoriser.
7. The conditions for the technical organisation of the event and the method and volume of the required cleaning shall be determined, taking into account the internal standards of the UF.
8. The organiser shall be informed on the permit form about the fire safety regulations (number of persons allowed, evacuation regulations), the occupational safety regulations, the possible property protection tasks, the construction of the connections necessary for the organisation of the event (high voltage, low voltage and possible water supply). If necessary, further consultation with UF's technical managers shall be possible after the permit has been issued.
9. The Authorisation Form shall be approved by the Authorising Officer with his/her signature and stamp.

BASIC RULES FOR EVENTS

5.§

1. Events may only be organised in accordance with the authorisation process set out in Section 4 and on the basis of agreed information.
2. In the case of unauthorised events, the event may be terminated and disciplinary proceedings may be taken against the person responsible.
3. The organiser and/or the person in charge has the right to exclude from the event any persons who violate the rules, disturb other visitors by their behaviour or appearance, or refuse to comply with the requests of the organiser and/or the person in charge. Persons so excluded may not make any financial or moral claim against the organisers.
4. The participants of the event must leave the event site at the time of the end of the event as indicated in the announcement and the event site must be restored to its original state.
5. Fire, health and safety aspects related to the organisation of events are set out in Annex 4 to these Regulations.

6. The organiser shall be liable to the University for material and non-material damage caused during the event, and the person causing the damage or his/her legal representative shall be liable to the organiser in accordance with the general rules of the Civil Code.

RIGHTS AND OBLIGATIONS OF THE ORGANISER AND THE PERSON RESPONSIBLE FOR THE EVENT

6.§

1. The organiser and/or the person in charge of the event shall ensure the order of the event as determined by the UF Security Division.
2. It is the responsibility of the organiser to notify the competent authorities of the event in a form, content and manner approved in writing by the UF Security Division and, if necessary, to request them to ensure the order of the event.
3. If the behaviour of the participants of the event endangers the legality of the event and order cannot be restored otherwise, the organiser and/or the person in charge must dissolve the event.
4. If the organiser has announced this in advance, the organiser may restrict the access of minors to the music and dance event by making access to the music and dance event subject to the prior presentation of a document proving age.
5. The organiser of the event shall be responsible for obtaining the required permits, notifications, and information during the organisation of the event. The organiser and/or the person responsible shall have the power to take action. The person responsible shall remain on the premises throughout the event in order to ensure the orderly conduct and maintenance of order and shall ensure that the provisions of these Regulations are observed and enforced.
6. The organiser and/or the person in charge must comply with the security measures defined by the UF Security Division and ensure that the security documentation is complied with. The organiser or person in charge must follow the instructions of the emergency services for the duration of the event.

CONTROL OF EVENTS

7.§

1. In addition to the authorities authorised by law, the University management (President, Vice-Presidents), the staff of the UF Security Division, the security staff and the person authorised by the University management to carry out inspections (hereinafter also referred to as the "inspector") shall be authorised to inspect events on behalf of the University.
2. The results of the inspection must be recorded in writing and a copy must be given to the event organiser and/or the person responsible.
3. If the event has been carried out in a way that deviates from the conditions set out in the prior authorisation and the deviation cannot be corrected, or the organiser and/or the person responsible cannot take action and the event therefore violates the law or poses a major security risk, the UF Security Division or the inspector, with the

assistance of the University Security Service or an authority may suspend the event or order its termination, after informing the authorising body.

LIABILITY OF THE ORGANISER OR THE PERSON RESPONSIBLE FOR THE EVENT

8.§

1. The organiser and/or the person in charge of the event may be held liable by the University management (President, Vice-Presidents), the President of the Students' Union (if it is a student event) or the Head of the SZKK if they have violated the provisions of these Regulations or have failed to perform their duties.
2. If the organiser and/or the person responsible has committed an act contrary to the University's regulations, the following proceedings may be brought against him/her :
 - a ban on organising events for a specified period ,
 - a Ethics hearing,
 - a Disciplinary hearing,
 - a verbal or written warning (only in the case of an event organised by the Students' Union)
 - reduced or no reward (only in the case of a Students' Union event),
 - suspension in the Students' Union (only for Students' Union events),
 - recall from the Students' Union (only for Students' Union events).
3. The organisers of the event and the person in charge are also legally liable.

ADDITIONAL RULES FOR EVENTS ORGANISED BY THE STUDENTS' UNION

9.§

1. The events organised by the Students' Union have a long tradition and can only be organised by elected officials of the Students' Union or an official appointed by the President of the Students' Union .
2. In particular, the events organised by the Students' Union :
 - Specialist/faculty events (e.g. specialised buffets, specialised evenings, specialised fairs, etc.),
 - Pasta and Paper Bridge Building Tournament,
 - International Mechanical Engineering Students Conference (GSZNHK),
 - National Computer Science Engineering Students Conference (ISZHOK),

- Freshers' Week,
 - Széchenyi University Days (SZEN),
 - Faculty Days,
 - Freshman and Alumni Ball,
 - Farmers' championship,
 - Peasant Olympia,
 - Student Farmer's Ball,
 - Other professional and cultural events.
3. Events organised by the Students' Union shall be considered student events and the organiser and/or the person responsible for the event must register the event as described in these regulations on the event registration form and obtain permission from the President of the Students' Union (form in Annex 1, which must be included in the annexes to the event registration form).
 4. Student events must be planned on a semester-by-semester basis and submitted to the Head of the SZKK, designated by the President of the Students' Union, not later than 10 working days after the start of the semester.
 5. It is the duty of the President of the Students' Union to ensure that any event organised by the Students' Union is notified on the event registration form and that he/she expresses his/her support for the event by means of Annex 1.
 6. The general rules of procedure for the events organised by the Students' Union are set out in Annex 3, which may be supplemented.

ADDITIONAL RULES FOR FRESHERS' CAMPS

10.§

1. Freshers' camps shall be organised by the Student Union. The members of the Students' Union shall volunteer their services both during the organisation and during the running of the camps.
2. The camp rules shall apply to all persons on the camp grounds. All persons who shall attend the camp as participants (camp director, head organizer, organizer, freshman, senior, or anyone assisted by the organizer) must sign the Declaration of Responsibility (Attachment 2).
3. The general rules of procedure for events organised by the Students' Union are set out in Annex 3, which may be supplemented. All participants staying at the camp must be informed of and comply with the followings.
4. The camp leader shall be responsible for:
 - a. the on-site management of the event,
 - b. directing the work of those involved in the organisation, ensuring that the organisers are aware of and comply with the relevant legislation and regulations,
 - c. the respect for the fundamental human and personality rights.

- d. If the camp manager becomes aware of any unlawful or illegal behaviour, he/she must take immediate action to stop the illegal behaviour. The camp manager must ensure that the details of any irregularities are investigated and the necessary action is taken.
5. The organiser of the freshers' camp may be any student who has been appointed by the camp leader as organiser or team leader.
6. Only those who have participated in and successfully mastered the professional education and training courses preceding the freshers' camp can be organisers.
7. If any participant or organiser of the freshers' camp violates the rules of the House Rules, the Declaration of Responsibility, any of the University's regulations or these Regulations, disciplinary or ethical proceedings may be initiated against him/her.
8. Anyone who is on the camp premises without permission may be asked to leave immediately by the camp director and the President of the Students' Union.
9. A person participating in the camp may not be obliged to participate in any activity against his/her will, in particular:
 - to consume alcohol,
 - violate their own morals and values,
 - carry out unlawful acts.

LEGISLATION ON WHICH THE RULES ARE BASED

11.§

Legislation and university regulations used as a basis for the Széchenyi István University Regulations:

The Constitution of Hungary

Act C of 2012 on the Criminal Code

Act V of 2013 on the Civil Code

Act XXXIV of 1994 on the Police

Act LV of 2018 on the Right of Assembly

Act CXXXIII of 2005 on the rules of personal and property protection and private investigation

Act I of 2004 on Sport

Act I of 1988 on Road Transport

Act CXXVIII of 2011 on disaster management and amending certain related acts

Act CLIV of 1997 on Health Care

Act II of 2012 on Infringements, Infringement Procedure and the Infringement Register System

Government Decree 54/2004 (III. 31.) on the security of sports events

Decree 16/1999 (II. 5.) of the Government on the activities of the police which may be carried out for remuneration

Government Decree 329/2007 (XII. 13.) on the organs of the Police and the duties and powers of the organs of the Police

Government Decree No. 234/2011 (XI. 10.) on the implementation of Act CXXVIII of 2011 on disaster management and the amendment of certain related acts

54/2014 (XII. 5.) BM Decree on the National Fire Safety Regulations I

54/2014 (XII. 5.) BM Decree on the National Fire Safety Regulations

Government Decision 1032/2011 (28.II.) on the tasks to be implemented to make music and dance events safer

The Organisational and Operational Rules of Széchenyi István University

Fire, work and property safety standards of Széchenyi István University

Statutes of the Student Union

FINAL PROVISIONS

12.§

1. These Rules were adopted by the Governing Board on 13 March 2023 (IT Decision No 5/2023 (I.23.))
2. These Rules shall enter into force on 14 March 2023. .
3. With the entry into force of these Rules, the Rules of Procedure, which entered into force on 1 February 2023, shall be repealed. .
4. The organisations, as well as the Students' Union and the SZKK shall keep the documents related to the authorization for 2 years .

Győr, 23 January 2023.

Event registration form

Events organised by the Students' Union and its organisations

1. Event organiser:

Name/ Company name:

Tax number (if company)

Represented by:

Email address:

2. The natural person responsible for the event:

Name:

Neptune code:

E-mail address:

Phone number:

3. Title of the event:

4. Location of the event:

5. Event start time:

6. Estimated end date of the event:

7. Number of participants expected at the event: min. ___ person – max. ___ person

8. Type of event (University-organised events, Student events, Events organised externally, Sports events):

9. Classification of the event: PRIVATE EVENT PUBLIC EVENT

(Please mark the correct one with an x.)

By signing this form, I declare that I have read and understood the Rules and Regulations and that I shall comply with them during the event. In the event of failure to do so, various sanctions may be imposed on the person responsible for the event in accordance with Article 8 of the current Rules and Regulations

I hereby request your support for the above event.

Dated: _____, 202__ _____

signature of the applicant

signature of the authorising officer

President of the Student Union

PH.

ANNEX 2 – GENERAL DECLARATION OF LIABILITY

Declaration of liability

I, the undersigned
(address:; identity card
number:; social security number:),
being fully aware of my criminal liability, declare that the (year) organised by Széchenyi István
University (name of the organising organisation). I have read, accept and comply with the rules and
regulations of the institution and the organisers of the event (place: (place of event)..., time: (time of
event).) and accept financial responsibility for any damage caused by me. I declare that I participate
in the programmes at my own risk. I declare that I have informed the organisers of any illnesses,
allergies or sensitivities to medication at the time of pre-registration and that I accept responsibility
for my own physical safety during the event and that the organisers cannot be held liable for any
accidents.

I further certify that I have read and understood the Privacy Policy for the event (name of event) in
(year), which I accepted upon registration.

Dated: Győr, 20.. ..

.....
Signature

Declaration of consent

I, the undersigned (Neptun ID:;
address:; ID number:) give
my consent to Széchenyi István University to publish photos and videos of me taken at the event
(name of event) in (year) on the University's website, journals, publications and social media
platforms (Facebook, Instagram, TikTok) in accordance with the Privacy Policy..

Dated: Győr, 20.. ..

.....
Signature

ANNEX 3 - CAMP RULES

Annex 3 - Camp rules

This policy applies to all persons who are registered as a Freshman, Senior, Organiser, Guest for the event of (name of event) 20.., hereinafter referred to as "(name of event)" and who participate in the event.

1. No smoking in the Halls of Residence and on the terraces.
2. The use of pyrotechnic devices in the Residence Hall and on Campus is FORBIDDEN.
3. If you have any problems, please contact the Camp Administration at one of the contact details posted in the Camp or at the Camp Administration office (name of the room).
4. Always act in accordance with the instructions of the Camp Administration. Protect your own health and the health of your fellow campers.
5. The use, consumption and distribution of drugs and mind-altering substances is prohibited. Any of the above may result in expulsion from the Camp, disciplinary action by the University, and expulsion order from the Student Union.
6. It is FORBIDDEN to bring into the Camp any equipment that endangers your own safety or the safety of others.
7. You may only leave the Camp with a temporary exit permit. This can also be done at the Camp Counsellor's Office.
8. Violations of the Dormitory Regulations and the University Regulations may result in disciplinary action by the Dormitory or the University.
9. Always ensure good hygiene during the programme, for your own health and the health of your peers.
10. The use of a university card is REQUIRED for access to the dormitories.
11. Between 20... .. and 20... .., during the professional programs, all participants of the Camp are prohibited to drink alcohol.
12. Swimming in rivers during the Camp is strictly FORBIDDEN and life-threatening.
13. It is recommended to keep a minimum distance of one and a half metres from each other and to use the hand sanitisers regularly. The use of mouth masks is allowed, but not compulsory at the event, unless required by national regulation.
14. Keep the Campus clean during the Camp.
15. The event may be interrupted at any time due to force majeure.
16. These rules may be amended or extended by a joint decision of the President of the Students' Union and the Camp Leader, of which the participants must be informed.
17. Failure to comply with these rules may result in partial or total exclusion from the Camp. This shall be decided by the President of the Students' Union and the Camp Leader. All participants have read and accepted the dormitory regulations, the university regulations, and the Camp Rules and Regulations at the time of registration. Ignorance of the rules does not exempt participants from their responsibility.

Dated: Győr, 20.. ..

Camp leader

General fire, safety and security standards of event management

1. The organiser's liability insurance for the organiser's activities,
2. The type of the event,
3. Compilation of training logs (e.g. evacuation drills, fire safety training, first aid, etc.) for the event organisers
4. The expected number and composition of the participants (age, possible foreign guests, number of persons with reduced mobility, incapacity, etc.)
5. Detailed programme description,
6. A statement as to whether the event is subject to authorisation or notification, and if not, the reasons for this,
7. Proof of the obligation to notify in the case of a notification, or to send the authorisation in the case of an authorisation,
8. Precise definition of the event area(s), planned layout of the equipments, type of the equipments,
9. Name, contact person, and contact details of the company providing the event,
10. Liability insurance of the company insuring the event,
11. The safety/security plan, which includes the documentation of the evacuation plan,
12. Expected car traffic, parking space requirements, reception arrangements for car arrivals, closure and management of the parking area taken over,
13. Method of demarcation of the event area, indication of access rights, verification of control (operators, maintenance staff, cleaners....),
14. Date of entry into possession of the event area, interval of possession, method of demarcation of the event area (will it be a construction area?)
15. The need to use, activate, and deactivate the alarm system during the event, and the person to be notified in the event of an alarm,
16. The need to temporarily disconnect the fire alarm and/or other security system during the event,
17. Acknowledging the operation of security camera systems, knowing and accepting their location, informing event staff and guests,
18. Time of construction of the event area equipment, related safety measures (area If the event area is to be used for other purposes than those for which it is intended, the documentation of the authorisation, with particular attention to fire safety rules, changes to escape routes, the evacuation plan (certificate of the person who prepared the plan), the use of fire alarm systems, the management of mandatory signage, the costs of the fire alarm system in the event of an emergency (fire alarm maintenance and removal),
19. If the event area is used for the same purpose, a declaration of compliance with fire safety regulations, personal and financial responsibility in the event of deviation from them,
20. Designation of a contact person (security manager) who shall be available at all times during the event for security arrangements,
21. Land use needs other than for the intended purpose,
22. The waste management regime,,
23. Provision of the method of taking possession and handing over (jku, inventory, condition survey) and declaration of costs in respect of any damage or shortage,
24. Provision of a deposit or security deposit,
25. Adoption of the institution's house rules and the inspections of the porter and security service authorised to monitor them,
26. Sound measurement or action taken,
27. List of equipment and utility needs in the area.

ANNEX 5 - FLOWCHART

