To : Department of Safety and Security

From : Department of Student Affairs

We would like to inform DSS that the following student activity will take place into the night (after 10pm):

Event Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Organiser: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time : \_\_\_\_\_\_\_ \_\_\_\_–\_\_\_\_\_\_\_ \_\_\_\_ Venue: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Purpose : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event Description *(event details, locations/movement, special needs/arrangements, items for DSS noting)*

Authorized individuals are attached with this request. Shall there be any complications with regards to the above, please contact the undersigned. Your consideration is greatly appreciated.

**DSS**

**DSA**

Requested by, Received by,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Name: Date: Name: Date:  
Position: Position:

Contact No:

Email Address:

Approved by, Approved by,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Loh Nyuk Leung, Date: Zainuddin b. Mustafa Date:  
Head of Department, Head of Department,  
Department of Student Affairs Department of Safety and Security

**Guidelines for In Campus Overnight Activity**

1. Overnight activities imply that activities are scheduled late into the night (i.e. after 10:00 pm)
2. As per the University’s Rule XX: Student Code of Conduct Rule XX (29), no student shall use or cause to be used by any part of the Campus or any part of any building within the Campus as living or sleeping quarters, except the quarters provided for him by the University.
3. Any student body that wishes to organise overnight activities within the campus, must obtain prior approval via the following order (initiated at least 2 weeks before the activity):
   1. Application by Staff-in-Charge/Advisor via Campus Access Application Form
   2. Approval from Department of Student Affairs (DSA)
   3. Approval from Vice President (SDAR) via DSA
   4. After approval, to forward all details to Department of Safety & Security (DSS) via DSA at least 5 working days before the activity.
4. Only venues approved by the University (e.g. classrooms, lecture halls, Multi Purpose Hall) can be considered for overnight activity in the campus.
5. The organiser shall provide relevant details including:
   1. Name and Student ID of all participants staying overnight.
   2. Non-UTARians or outsiders are strictly prohibited to stay overnight in the campus.
   3. Person-In-Charge during the stay (Student representative and Staff representative) with contact numbers
   4. Proposed locations of stay/activities
   5. Time/Duration/Schedule of stay/activities
   6. Any other information requested by the University
6. Organiser Responsibilities:
   1. To form a sub-committee to react on emergency cases during the event. The head of the sub-committee shall be the Person-in-Charge named in 5.2.
   2. To maintain cleanliness and tidiness while reverting the original setting of the approved staying location after the activity has ended.
   3. To switch off all the lights and air-conditioners at the venue after the activity.
   4. To ensure that the activities carried out in the approved venue will not affect the other ongoing activities nearby.
   5. To allocate separate sleeping and bathing areas for male and female students.
   6. No cooking/boiling/heating of any kind is permitted.
7. In the event there is no University staff to accompany for the overnight event, students are not allowed to keep any keys of the University.
8. The University will not be responsible or held liable for any death or injury, loss or damage suffered or otherwise and howsoever arising from the event.
9. All proposed overnight activities shall observe all the rules stated in the Rules and Regulations and policies (student access policy, security policy, key control, etc) of the University. Failure to do so can result in the student body being prohibited from organising any other overnight activity with/or disciplinary action.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No** | **Student Name** | **UTAR ID** | **Position** | **Contact Number** | **Remarks** |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |
| 6 |  |  |  |  |  |
| 7 |  |  |  |  |  |
| 8 |  |  |  |  |  |
| 9 |  |  |  |  |  |
| 10 |  |  |  |  |  |
| 11 |  |  |  |  |  |
| 12 |  |  |  |  |  |
| 13 |  |  |  |  |  |
| 14 |  |  |  |  |  |
| 15 |  |  |  |  |  |
| 16 |  |  |  |  |  |
| 17 |  |  |  |  |  |
| 18 |  |  |  |  |  |
| 19 |  |  |  |  |  |
| 20 |  |  |  |  |  |
| 21 |  |  |  |  |  |
| 22 |  |  |  |  |  |
| 23 |  |  |  |  |  |
| 24 |  |  |  |  |  |
| 25 |  |  |  |  |  |
| 26 |  |  |  |  |  |
| 27 |  |  |  |  |  |
| 28 |  |  |  |  |  |
| 29 |  |  |  |  |  |
| 30 |  |  |  |  |  |
| 31 |  |  |  |  |  |