

All events hosted at Bond University must meet both the educational mission of the University and fulfill the university organisation's academic goals and purpose. The university's assets, (for example: its name, branding, staff, venues and facilities) must be used for these purposes, and not for the personal gain of individuals' or outside parties' uses that do not further Bond's academic objectives.

The university receives frequent requests for access to its venues and resources by outside entities. As a private entity, Bond University retains full discretion to determine which events will be permitted on its property.

To host an event at Bond University, the event request must be endorsed by a University Management Committee member. The {Bond University} Events Centre is responsible for monitoring and assisting with the approval of non-academic events and activities in the university facilities and venues on campus.

**An Event request will be approved should it organised and hosted by one of the following:**

- Bond University academic faculties and departments
- Bond administrative offices operating on behalf of the university
- Non-academic departments such as Alumni, Sport, Research etc.
- University student groups registered with and approved by BUSA

**The following Event requests would not be approved:**

- Individual members of the Bond community: faculty, staff or student body acting as individuals in providing their name to a group simply so that they can plan an event and use campus facilities.
- University individuals who wish to use of space for private events not related to university business.
- Individuals, groups or organisations (commercial or non-profit) who are unaffiliated with the university.

**Fronting:** Bond Faculties, departments, institutes, students and staff may not serve as "individual fronts" for off-campus organisations who may solicit them in order to gain use of Bond venues, organise an event, or create a web presence or gain access to the Bond name. Bond individuals cannot sponsor or schedule in a non-university organisation, whether non-profit or commercial, or provide access to the university or its name.

To successfully qualify as a university event, the proposing Bond Event Organiser must meet the following criteria:

- Be an officially recognised Bond University organisation; not an individual or an outside-unaffiliated organisation wishing to utilise campus space.
- Ensure the event supports the overall educational mission of Bond University.
- Ensure the event is directly related to the academic mission and strategic goals of the organising faculty or department and demonstrates educational access and benefits to the immediate Bond community.
- Provide faculty involvement and confirm a direct role in determining the educational content of the event.
- Be aware of the physical impact to the campus (parking, traffic, staffing, etc.) and account for increased traffic and parking on campus during “peak” hours.
- Confirm that the Faculty Executive Deans, department Director or other designated university authority has been informed and approved the event.
- Be present during the event as main point of contact.

If you have any questions about these event policies and guidelines, please contact us.

For student event policies, visit the Student Events web page.