

OFF CAMPUS EVENTS

This guideline is for use with student events being held off campus as part of a course of study or student club activity.

All student events are held to the Bond University Student Code of Conduct and adherence to the code is enforceable for both on and off campus locations.ⁱ

- You must meet the requirements of the venue you are using whether this is a private or Gold Coast City Council owned venue. It is your responsibility to become aware of these requirements.
- Read all Terms and Conditions carefully and ensure that you are not committing to anything that is unfair or that you or your club cannot meet financially or physically.
- All contracts with external venues **MUST** be made under the applicable student association name only and not in any way infer affiliation with Bond University Ltd unless the event is faculty funded or supported. No student is to sign a contract '*on behalf of*' Bond University.
- It is your responsibility to ensure the venue and ALL external parties are aware and understand that their client is NOT Bond University Ltd and no such advertising or signage to this effect is displayed to the public. This also includes all contracts and terms and conditions and venue hire agreements etc.
- All Bond student clubs and societies are classed as "Unincorporated Associations" which means that there is some risk of personal liability including financial, legal and otherwise ⁱⁱ
- If you are required to sign Terms and Conditions, contracts or agreements for financial remuneration or venue and equipment hire and are concerned about personal liability, it is advised that you seek the advice of the BUSA Treasurer or President who may sign on your behalf to ensure personal indemnity ⁱⁱⁱ
- It is important to note that off campus events are not covered under Bond general insurance unless they are part of the approved academic program (eg. Faculty excursion)

For further information and support with your event please contact Student Events Office (5595 1211)

ⁱ Refer Bond University Discipline Regulations <https://bond.edu.au/files/Regulations.pdf>

ⁱⁱ Refer Aust Charities & NFP Commission <https://www.acnc.gov.au/factsheet>

ⁱⁱⁱ BUSA withholds the right to refuse to sign contracts when there is a high element of financial or legal risk