Student Events Policy

The purpose of this document is to establish guidelines for student events taking place at Texas A&M University at Qatar.

A safe environment is a priority for us here at the University. Our responsibility is ensuring our students are safe at all times from both - a fire and a risk perspective.

All student event requests must be submitted through OrgSync and require approvals from the following:

1. Advisor
2. Office of Building Operations (OBO)
3. Office of Events and Visitor Relations (EVR)
4. Student Affairs

Student events are categorized into Level 1 and Level 2 events. All Green Spine Events are classified as a Level 2 Event.

A Level 1 event does not require an advisor to be in attendance and must meet all 5 criteria listed below:

- Must occur during a normal work day – no weekends or holidays
- Must be finished by 10 pm
- Must have attendees of 49 people or less
- Must not involve students external to Texas A&M at Qatar
- Must involve non-hazardous activities. Activities will be reviewed by OBO to determine if they are potentially hazardous to people or property.

A Level 2 event is an event that does not meet the criteria for Level 1 and requires the advisor to be in attendance:

- 50 or more people in attendance
- Taking place at weekends and holidays
- Must be submitted to OBO 4 weeks prior to the event date

This level may require a risk assessment and risk mitigation plan to eliminate any potential hazards to people or property that might occur during the event. Hazardous activities will take into account the location where the event is to be held, physical safety and wellbeing of participants and property.

Any changes to the event after OBO approval must be routed back to their office for further review and approval.

A full description will be given to security in the building for coordination on the day of the event. If it is a level 2 event, the advisor will be required to check in with security prior to the start of the event and give his/her mobile number to the guard for emergency purposes. Guards will perform random checks to ensure only approved activities are taking place. If the advisor is not present, the event will not be allowed to commence.

Event contact
Name: ___________________  Advisor
Name: ___________________
Signature: _________________  Signature: _________________