

Facilities Management Division
The University of Waikato
Private Bag 3105
Hamilton, New Zealand

Unisafe
Block B Annex
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**The
University
of Waikato**
Te Whare Wānanga
o Waikato

REQUESTS FROM INDIVIDUALS OR ORGANISATIONS OTHER THAN STUDENTS FOR PERMISSION TO SELL, ADVERTISE OR CANVASS ON THE CAMPUS

Advertising and commercial activities on campus are regulated by Miscellaneous Regulation 6, which reads in full:

“Advertising and commercial activities generally are permitted on the campus, and within the University’s buildings, only with the specific permission of the Vice Chancellor.”

(Refer University of Waikato Calendar 1996 p.245)

Decisions are delegated to Facilities Management Division. Representatives of student organisations should apply to the Security Co-ordinator, Security Services Centre, B Block Annex (where extra forms are also held). The form is also available on the University web pages at: www.waikato.ac.nz/fmd/services/stalls.shtml.

Application forms should be delivered to the office above, or faxed to (07) 838-4935.

The University reserves the right to authorise or decline requests to sell, advertise or canvass on the campus.

Activities which in the opinion of the University are in competition with or contrary to the interests of the University, its students or its licensees will not normally be permitted.

Requests for permission are to be made in writing, either using the form on the reverse of this sheet, or by letter setting out as a minimum explanations as required in the form.

Any person or group offering **food for sale, for fundraising purposes only**, must gain a permit from the HCC. The permit is free but is required. Please attach a copy to this request. A form is attached for you to complete. Those commercial operators who are fully registered with the Hamilton City Council do not require this permit, however University approval is still required. If you have any questions regarding sale of food, please contact the Environmental Health Section at the Hamilton City Council, phone (07) 838 6633.

THE APPLICATION FORM IS INCLUDED WITH THIS PAPER

Ray Hayward
Security Manager
Facilities Management Division

Updated Nov 2001

TO: The Security Manager
Security Services Centre, B Block Annex
University of Waikato
Private Bag 3105
HAMILTON

- 1 Name of organisation or individual
- 2 Briefly describe the organisation's function, including its affiliations with the University.
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- 3 Describe the proposed activity for which permission is sought, including purpose.
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- 4 Requested Location:
- 5 Date for Request:
- 6 Name, contact telephone number, postal address and email address if possible, of person making this application:
Name Phone
Address
Email.....
Signature Date
- 7 Date by which response is needed
- 8 *I attach a signed copy of the Hamilton City Council permit for selling food on campus, as detailed in the instructions. (Required if person or group is offering food for sale, for fundraising purposes or not.)*

RESPONSE Approved/Declined (Notify person concerned)

CONTACT ext for further discussion.

COPY TO Superintendent of Grounds
 Manager, Campus Services Limited
 Signed copy back to person making request