University of Cambridge  
Guidance for booking meetings and events

This guidance is subsidiary to, and should be read alongside, the University Statement on Freedom of Speech and the Code of Practice on Meetings and Public Gatherings on University Premises, both of which are available from https://www.registrarysoffice.admin.cam.ac.uk/governance-and-strategy/university-statement-freedom-speech

Meetings which are routine University business, including those related to curricular matters, will not normally be subject to the below process.

Summary of the process

Organizer = the meeting or event organizer submitting the room booking application
Authority = the authority (whether central or in a Faculty or Department) responsible for approving the room booking application
Referral Group = the Referral Group, whose role and membership are outlined in the University Statement on Freedom of Speech and the Code of Practice on Meetings and Public Gatherings on University Premises
VC’s Deputy = the individual appointed by the Vice-Chancellor to consider appeals by an Organizer against a decision of the Referral Group

Organizer completes and submits a room booking application form to Authority

Authority checks application and considers the risks

Application is low-risk and Authority approves the booking and advises Organizer (vast majority of cases)

Application raises escalated risks and Authority sends the application to Referral Group (tiny minority of cases)

Referral Group approves the booking and advises Organizer and Authority

Referral Group imposes conditions on or rejects the booking and advises Organizer and Authority

Organizer appeals (if desired) Referral Group’s decision to VC’s Deputy

Organizer and Authority proceed with normal planning for the meeting or event, including liaison with the Proctors and others as necessary (and, where applicable, the fulfilment of any conditions imposed)
Guidance for meeting or event organizers

1. Complete and submit a room booking application form
Requests to hold a meeting or event on University premises should be made by the organizers on the **Room Booking Application Form** at Appendix A. Event organizers should ensure that the information on the form is complete and accurate.

For a request to hold a meeting or event within a Faculty or Department, the form should be submitted to the Faculty or Department in question. For a request to hold a meeting or event in centrally managed accommodation, the form should be submitted to student.registry@admin.cam.ac.uk (in term) or to facilities.management@admin.cam.ac.uk (out of term).

It is important to submit the form as far in advance of the meeting or event as possible, in order to allow time for it to be properly considered. There should be no publicity for a meeting or event unless and until the booking is approved.

2. Abide by booking conditions
Once a booking is approved, the meeting or event organizers must abide by the conditions set out on the form (including adhering to the University Statement on Freedom of Speech, the Code of Practice on Meetings and Public Gatherings on University Premises, and relevant Proctorial notices), together with any additional conditions imposed by the authorising authority (whether central or in a Faculty or Department) and/or the Proctors and/or the Referral Group. Liaison with the Proctors may be required.

Where applicable, if the meeting or event organizers are unhappy with any conditions imposed by the Referral Group (or its refusal of permission), they have the right of appeal to the Vice-Chancellor’s deputy appointed for this purpose.

Guidance for those authorities responsible for approving room booking applications

1. Approve straightforward bookings as normal business
As set out in the University Statement on Freedom of Speech, it is expected that the vast majority of requests to hold a meeting or event will be straightforwardly considered and approved as part of normal business. In these cases, this should simply be indicated at the end of the Room Booking Application Form. The person approving the booking should check that the meeting or event has at least one organizer who is a member, student, or employee of the University. If the meeting or event will be addressed by external speakers or open to those external to the University (e.g. members of the public), a copy of the Room Booking Application Form should be sent to the Senior Proctor.

2. Consider the risks for bookings that raise concerns
If the person who is authorised to approve a booking has a concern about a proposed meeting or event (including concerns about any external speaker), they should consider the likelihood and severity of the risks. If the risks are minimal, they should consider whether the risks can be mitigated through their normal booking procedures. The types of risks include those listed at the end of the University Statement on Freedom of Speech. A consideration of these sorts of risks will be necessary only in a tiny minority of cases.
3. If the risks are not minimal, make contact with the Referral Group
If the consideration of the risks suggests that they are not minimal and/or that they cannot be mitigated through normal booking procedures, the person who is authorised to approve a booking should make contact with the University’s Referral Group at referralconfidential@admin.cam.ac.uk. Contact must be made at least seven days in advance of the proposed meeting or event.

The Referral Group will consider the request to hold a meeting or event using the bases set out in the University Statement on Freedom of Speech and the Code of Practice on Meetings and Public Gatherings on University Premises. The Referral Group will advise the meeting or event organizer directly of its decision, copied to the person authorised to approve the booking.

4. Retain paperwork
Those authorised to approve bookings should retain Room Booking Application Forms, any considerations by them of the risks, and associated paperwork.

This guidance is overseen by the Committee on Prevent and Freedom of Speech and was last updated in November 2019.
UNIVERSITY OF CAMBRIDGE

ROOM BOOKING APPLICATION FORM

To be completed by individuals, societies or organizations wanting to book a room/facility on University premises. The form must be signed to confirm understanding and acceptance of the terms and conditions overleaf.

<table>
<thead>
<tr>
<th>Name of event</th>
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<table>
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<tr>
<th>Date of event</th>
<th>Is this an external event?</th>
<th>Is there an external speaker?</th>
<th>Start time of event</th>
<th>Finish time of event</th>
<th>Preferred location</th>
<th>Is this a repeat booking?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>YES / NO</td>
<td>YES / NO</td>
<td></td>
<td></td>
<td></td>
<td>YES / NO</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name and contact details for person requesting the booking (i.e. the meeting or event organizer, including the society, organization or group they represent)</th>
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<tr>
<th>Event type (e.g. lecture, conference, social gathering, colloquium)</th>
<th>Approximate number of people attending</th>
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<tr>
<th>Is the event open to members of the public (open invitation)?</th>
<th>YES / NO</th>
<th>Will the event be ticketed/pre-booked</th>
<th>YES / NO</th>
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<tr>
<th>How is the event being advertised (word of mouth, social media, flyers, website etc.)?</th>
<th>Will the media be present?</th>
<th>YES / NO</th>
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<table>
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<tr>
<th>Name and contact details of the main speaker(s) (including the society, organization or group they represent)</th>
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</table>
On behalf of the above society or other body, I accept the following conditions, upon which the room booking application is accepted by the University.

I acknowledge the right of the University to terminate the booking without notice if any of the conditions set out below are not adequately complied with or if further information comes to light that gives rise to a reasonable belief that the meeting or event should not take place as set out in the University Statement on Freedom of Speech and the Code of Practice on Meetings and Public Gatherings on University Premises:

1. to read and adhere to the Guidance for booking meetings and events (available online at https://www.em.admin.cam.ac.uk/about-us-what-we-do/estate-operations/facilities-services/room-bookings), including the University Statement on Freedom of Speech and the Code of Practice on Meetings and Public Gatherings on University Premises referred to therein;
2. to read and adhere to relevant Proctorial notices (in particular, those relating to meetings and public gatherings, public performances, discipline, and clubs and societies; see https://www.proctors.cam.ac.uk/notices);
3. to ensure that the fire regulations for the particular room or building are observed and that there is no smoking (at the time of the meeting or event specific instructions on local fire emergency arrangements will be issued by the Facilities team);
4. to ensure that television cameras are not admitted, cinematography films shown, music performed or played, or refreshments consumed, unless the room or building has been hired for that purpose or is otherwise agreed;
5. to ensure access to the room or building at all times for the Facilities team, Fire Officers or any Officer of the University;
6. to ensure that a fee for entrance is not charged at the door of the room or building (tickets may be sold beforehand);
7. to ensure that good order is maintained in the room or building and that no damage is caused to its structure or contents, and to inform the Facilities team or other relevant Officer of the University immediately if disorder or damage occurs;
8. to leave the room or building in a clean, orderly condition with all property of the organizers removed and the room or building vacated;
9. to meet, if applicable, the costs of overtime incurred by custodial/technical/security or other University or contracted staff in support of this meeting or event;
10. to abide by any additional conditions imposed by the authority responsible for approving the booking and/or the Proctors and/or the Referral Group.

Name: ___________________________ Signature: ___________________________ Date: ___________________________

| To be completed by the authority responsible for considering and approving the booking |
|----------------------------------|----------------------------------|
| Is wider research and consideration of risks required? (It is anticipated that this will be necessary only in a tiny minority of cases.) | YES / NO |
| Name of decision-maker and date of decision | (If you have selected YES refer to the Guidance for booking meetings and events) |