

University of Cambridge

Guidance for booking meetings and events

Please note that this guidance should be read in the context of the University's 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.prevent.admin.cam.ac.uk/resources-and-guidance>

Meetings which are routine University business, including those related to curricular matters will not, in most cases, be subject to the process and should be treated as business as usual.

Guidance for event organisers

Requests to hold a speaker or other event on University premises should be made on the attached **room booking application form** at Appendix A. For a request to hold an event in accommodation in a single Faculty or Department, the form should be submitted to the Faculty or Department in question. If the request is to hold an event in centrally managed accommodation, then the form should be submitted to:

During term – student.registry@admin.cam.ac.uk

Out of term – facilities.management@admin.cam.ac.uk

Event organisers should ensure that the information on the form is complete and accurate and be ready to answer questions as necessary.

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

Once a booking is approved, you must abide by the conditions set out on the form together with any additional conditions imposed by the authorising authority (central or in a Faculty or Department) or the Referral Group (whose membership is listed in the Code of Practice referred to above). You must also comply with the relevant Proctorial Notices and, in particular, those relating to meetings and public gatherings; public performances; discipline; and clubs and societies (see <http://www.proctors.cam.ac.uk/notices>).

Guidance for those responsible for receiving and processing room booking applications

As set out in the Statement on Freedom of Speech, the University anticipates that, in the vast majority of cases, requests to hold an event will be straightforwardly considered as part of normal business. In these cases, you should simply indicate as such at the end of the room booking application form and retain the form for your records.

If you have a concern about a proposed event or an external speaker, you should complete the attached **risk assessment form** at Appendix B and rate the overall risk as green/amber/red using the simple scoring system. **A formal risk assessment will be necessary only in a tiny minority of cases.**

If, after carrying out the assessment, the rating is green (low or no risk), you should go ahead with the booking using normal policies and procedures.

If the assessment is amber (medium risk), you should **consider** making informal contact with the University's Referral Group at preventconfidential@admin.cam.ac.uk for further advice, including suggestions about ways in which the event could be managed in order to reduce risks. If, thereafter, it is decided that the request should be approved (with or without conditions) you should go ahead with the booking using normal policies and procedures. If not, the application should be formally referred to the Referral Group as described below.

If the assessment is red (high risk), you **must** make contact with the University's Referral Group at preventconfidential@admin.cam.ac.uk and submit your completed risk assessment form. **You must make this formal referral at least seven days in advance of the proposed event.**

The Referral Group will consider the request on the basis set out below. If the Referral Group approves the request (with or without conditions) you should go ahead with the booking using normal policies and procedures. If not, the Referral Group will advise the event organiser directly, copied to you.

You should retain room booking application forms, risk assessment forms, and associated paperwork.

Guidance for the Referral Group

The Referral Group should, in consultation as necessary, determine whether the event can go ahead as originally planned, or in alternative premises, at a later date or in a different format. The event organiser is then responsible for ensuring that any conditions are met and for liaising with the Senior Proctor in this regard. Only in exceptional circumstances and when the Referral Group considers that the risks cannot be mitigated or the event organiser refuses to meet the conditions will permission be withheld.

Appeals

An organiser who is unhappy with the Referral Group's decision has the right of appeal to the Vice-Chancellor or to his or her appointed Deputy for these purposes.

Flow chart

The flow chart on the next page illustrates the above processes.

Room booking application form (Appendix A) completed and submitted either to the Faculty/Department or to central room bookings depending on where the proposed event is to be held.

Can the booking be accepted without any need for wider research and consideration?
It is expected that the vast majority of bookings will be accepted straightforwardly with no further action.



No

Complete risk assessment form (Appendix B): Green/Amber/Red
A formal risk assessment will be necessary only in a tiny minority of cases.

Yes

Green = Yes

Amber

Red

Can concerns be addressed and risks mitigated through further research and consideration or by different management of the event?

No

Submit completed risk assessment to Referral Group
preventconfidential@admin.cam.ac.uk

Can the risk be mitigated such that the event can go ahead as originally planned, or in alternative premises, at a later date or in a different format?

Yes

Yes

No

Approve booking and proceed to manage the event using normal policies and procedures, including liaison with the Proctors as necessary.

The Referral Group tells the event organiser that the event has not been approved and advises of the right of appeal to the Vice-Chancellor.

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APPLICATION FORM FOR THE BOOKING OF UNIVERSITY ROOMS FOR SPEAKER AND OTHER EVENTS

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

Name of event:						
Date of event:	Is this an external event? YES/NO	Start time of event:	Finish time of event:	Preferred Location:	Is this a repeat booking?	YES / NO
	Is there an external speaker? Yes/No					
Name and contact details for person requesting the booking (including the society, organisation or group they represent)						
Event type e.g. lecture, conference, social gathering, colloquium etc.				Approximate number of people attending		
Is the event open to members of the public (open invitation)?		YES / NO		Will the event be ticketed/pre-booked		YES / NO
How is the event being advertised (word of mouth, social media, flyers, website etc.)?				Will the media be present?		YES / NO
Name and contact details of main speaker (including the society, organisation or group they represent)						

On behalf of the above-mentioned University Society or other body I confirm that I have read the event booking guidance (available online at <https://www.em.admin.cam.ac.uk/about-us-what-we-do/estate-operations/facilities-services/room-bookings>).

Name:

Signature:

Date:

On behalf of the above-mentioned society or other body, I also accept the following conditions, upon which the application for hire is accepted by the University, and acknowledge the right of the University to terminate the hiring without notice if any of the conditions set out below are not adequately complied with:

1. to ensure that the fire regulations for the particular room or building are observed and that there is no smoking. At time of the event specific instructions on local fire emergency arrangements will be issued by the Facilities team. Signature of this form is confirmation of your acceptance to abide by these regulations;
2. 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;
3. to ensure access to the room or building at all times for the Facilities team, Fire Officers or any Officer of the University;
4. to ensure that a fee for entrance is not charged at the door of the room or building (tickets may be sold beforehand);
5. to ensure that good order is maintained in the room or building and no damage caused to its structure or contents; to inform the Facilities team or other Officer of the University immediately if disorder or damage occurs; until such time that the room or building is in a clean, orderly condition with all property of the organisers removed and the room or building vacated;
6. to, if applicable, meet the costs of overtime incurred by custodial/technical or other university staff in support of this event.

Name:

Signature:

Date:

To be completed by the authority responsible for considering and approving the booking

Is wider research and consideration required? (It is anticipated that this will be necessary only in a tiny minority of cases.)	YES / NO (If you have selected YES complete the risk assessment form which is at Appendix B of the room booking guidance)
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EVENT BOOKING RISK ASSESSMENT FORM

To be completed by the authority responsible for considering and approving the booking
For each of the questions record your findings and assign a risk assessment score between 1 and 3 based on the level of impact and/or likelihood.

Consideration	Findings/Further Action	Risk assessment score AFTER risk mitigation 1 = low (or no) impact/low (or no) likelihood 2 = medium impact/medium likelihood 3 = high impact/high likelihood
1. If any concerns are raised consider checking the list of proscribed organisations. This is a list of banned organisations under UK law and is available from https://www.prevent.admin.cam.ac.uk/resources-and-guidance .	If the organisation is listed as a proscribed organisation you should not proceed with the booking and you should contact the University's Prevent Coordinator at preventconfidential@admin.cam.ac.uk .	N/A
2. If concerns are raised but the organisation is not proscribed, consider conducting an open source internet search to research the organisation, topics or speakers to inform your decision making process.	Log findings of your internet search below.	Risk assessment score AFTER risk mitigation 1 2 3
3. Is there any chance that the meeting or event might give rise to an environment in which people will experience, or could reasonably fear, discrimination, harassment, intimidation, verbal abuse or violence, particularly (but not exclusively) on account of their age, disability, gender reassignment, marriage or civil partnership, pregnancy, maternity, race, religion or belief, sex or sexual orientation.	YES / NO If yes, can the concerns be addressed and risks mitigated through further research and consideration or by different management of the event?	Risk assessment score AFTER risk mitigation 1 2 3

4. Is there a chance that this event could attract counter protest groups?	<p>YES / NO</p> <p>If yes, can the concerns be addressed and risks mitigated through further research and consideration or by different management of the event?</p>	<p>Risk assessment score AFTER risk mitigation</p> <p>1 2 3</p>
5. Are there any security risks?	<p>YES / NO</p> <p>If yes, can the concerns be addressed and risks mitigated through further research and consideration or by different management of the event?</p>	<p>Risk assessment score AFTER risk mitigation</p> <p>1 2 3</p>
6. Are there Health and Safety issues to be addressed?	<p>YES / NO</p> <p>If yes, can the concerns be addressed and risks mitigated through further research and consideration or by different management of the event?</p>	<p>Risk assessment score AFTER risk mitigation</p> <p>1 2 3</p>
TOTAL RISK ASSESSMENT SCORE (OUT OF 15)		
OVERALL RISK TRAFFIC LIGHT (GREEN / AMBER / RED)		

Total risk assessment score and corresponding overall risk traffic light

1 – 6	Low	(green traffic light)
7 – 12	Medium	(green or amber traffic light)
13 – 15	High	(amber or red traffic light)

Green: The risk is under control and represents no immediate threat or impact.

Amber: The risk needs managing and monitoring but there is no immediate threat which would have a significant impact.

Red: The risk poses an immediate threat and its impact would be significant.

You should select only one overall traffic light colour on the basis of a case-by-case judgement.

Green – Low (or no) risk	Amber – Medium Risk	Red – High Risk
<p>Proceed with the booking using existing policies and procedures for booking events and speakers.</p> <p>If anything changes before the date of the event, consideration might be given to a further review of the booking and risk assessment.</p>	<p>If the concerns can be addressed and risks mitigated through further research and consideration or by different management of the event, you should proceed with the booking using existing policies and procedures for booking events and speakers.</p> <p>If not, submit the risk assessment form to the University’s Referral Group (preventconfidential@admin.cam.ac.uk) who will review the booking.</p> <p>If it is considered that the risk can be mitigated such that the event can go ahead as originally planned, at a later date or in a different format, they will advise to that effect and you should proceed with the booking using existing policies and procedures for booking events and speakers. If anything changes before the date of the event, consideration might be given to a further review of the booking and risk assessment.</p> <p>If the Referral Group determines that the risks can’t be mitigated, the event organiser will be advised to that effect, copied to you.</p>	<p>Submit the risk assessment form to the University’s Referral Group (preventconfidential@admin.cam.ac.uk) who will review the booking.</p> <p>If it is considered that the risk can be mitigated such that the event can go ahead as originally planned, at a later date or in a different format, they will advise to that effect and you should proceed with the booking using existing policies and procedures for booking events and speakers. If anything changes before the date of the event, consideration might be given to a further review of the booking and risk assessment.</p> <p>If the Referral Group determines that the risks can’t be mitigated, the event organiser will be advised to that effect, copied to you.</p>