

## 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 which can be found on-line at:

<http://www.admin.cam.ac.uk/reporter/2015-16/weekly/6430/section6.shtml>

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 form. 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](mailto:student.registry@admin.cam.ac.uk)

Out of term – [eimear.cross@admin.cam.ac.uk](mailto:eimear.cross@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 application 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 booking form together with any additional conditions imposed by the authorising authority (central or in a Faculty or Department) or the Referral Group<sup>1</sup>. 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#section-1>.)

#### 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 on the booking form and retain the form for your records.

If you have a concern about an event or an external speaker, you should complete the attached impact assessment form and rate the impact as green/amber/red using the simple scoring system. NOTE: A FORMAL RISK ASSESSMENT WILL BE NECESSARY ONLY IN A TINY MINORITY OF CASES.

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<sup>1</sup> The Referral Group has the following membership: The Pro-Vice-Chancellor (International and Institutional Relations) as the University's *Prevent* lead; the Head of the Registry's Office (as the *Prevent* contact); the Senior Proctor; the Academic Secretary; a student representative; a member of the Legal Services Office.

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 contact with the University's Referral Group at [Prevent@admin.cam.ac.uk](mailto:Prevent@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 forwarded to the Referral Group at [Prevent@admin.cam.ac.uk](mailto:Prevent@admin.cam.ac.uk) on the same basis as set out in paragraph X below.

If the assessment is red (high risk), you **must** make contact with the University's Referral Group at [Prevent@admin.cam.ac.uk](mailto:Prevent@admin.cam.ac.uk) and submit your completed impact assessment form. **You must make this 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 booking applications and the associated decisions.

### **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.

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?  
NOTE: IT IS EXPECTED THAT THE VAST MAJORITY OF BOOKINGS WILL BE ACCEPTED STRAIGHTFORWARDLY WITH NO FURTHER ACTION



Yes

No

NOTE: A FORMAL RISK ASSESSMENT WILL BE NECESSARY ONLY IN A TINY MINORITY OF CASES  
Impact assessment (Appendix B): Green/Amber/Red

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 the completed risk assessment to the Referral Group ([prevent@admin.cam.ac.uk](mailto:prevent@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.



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

This form should 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.**

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

On behalf of the above-mentioned University Society or other body I confirm that I have read the event booking guidance (available on-line at: <http://www.em.admin.cam.ac.uk/operating-estate/facilities-management-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 which is at Appendix 2 of the  
room booking guidance)**

**APPENDIX B**

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

For each of the questions record your findings and using the impact assessment rating below assign a number based on the level of risk and/or likelihood.

<b>Consideration</b>	<b>Findings/Further Action</b>	<b>Impact Assessment – AFTER mitigation</b> 1 = low/no risk/low/no likelihood 2 = medium risk/medium likelihood 3 = high risk/high likelihood
<p>1. If any concerns are raised consider checking the list of proscribed organisations. This is a list of banned organisations under UK law at: <a href="https://www.gov.uk/government/publications/proscribed-terror-groups-or-organisations--2">https://www.gov.uk/government/publications/proscribed-terror-groups-or-organisations--2</a></p>	<p>If the organisation is listed as a proscribed organisation you should <b>not</b> proceed with the booking and you should contact the University's Prevent Coordinator at <a href="mailto:prevent@admin.cam.ac.uk">prevent@admin.cam.ac.uk</a></p>	
<p>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.</p>	<p>Log findings of your internet search below.</p>	<p><b>Impact assessment AFTER risk mitigation</b></p> <p>1    2    3</p>
<p>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.</p>	<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><b>Impact assessment AFTER risk mitigation</b></p> <p>1    2    3</p>

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><b>Impact assessment AFTER risk mitigation</b></p> <p><b>1    2    3</b></p>
5. Is 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><b>Impact assessment AFTER risk mitigation</b></p> <p><b>1    2    3</b></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><b>Impact assessment AFTER risk mitigation</b></p> <p><b>1    2    3</b></p>
<b>TOTAL NUMBER</b>		
<b>OVER ALL RAG ASSESSMENT</b>		



**Total residual risk score and traffic light**

- 1 – 6              Low              (**green** traffic light)
- 7 – 12            Medium          (**green** or **orange** light)
- 13 – 20          High             (**orange** or **red** light)

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

**Orange:** 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 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 to the University’s Referral Group (<a href="mailto:Prevent@admin.cam.ac.uk">Prevent@admin.cam.ac.uk</a>) 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 to the University’s Referral Group (<a href="mailto:Prevent@admin.cam.ac.uk">Prevent@admin.cam.ac.uk</a>) 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>