

University of Cambridge Guidance for booking meetings and events

Introductory Note

The procedures outlined in this document refer to the booking of physical, in-person meetings and events 'on University premises'. However, the same risk assessment considerations and escalation procedures should be applied when authorities are approving the holding of online or 'blended' University events, especially those involving external speakers.

*Secretary to the Committee on Prevent and Freedom of Speech
December 2020*

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.governanceandcompliance.admin.cam.ac.uk/governance-and-strategy/university-statement-freedom-speech>

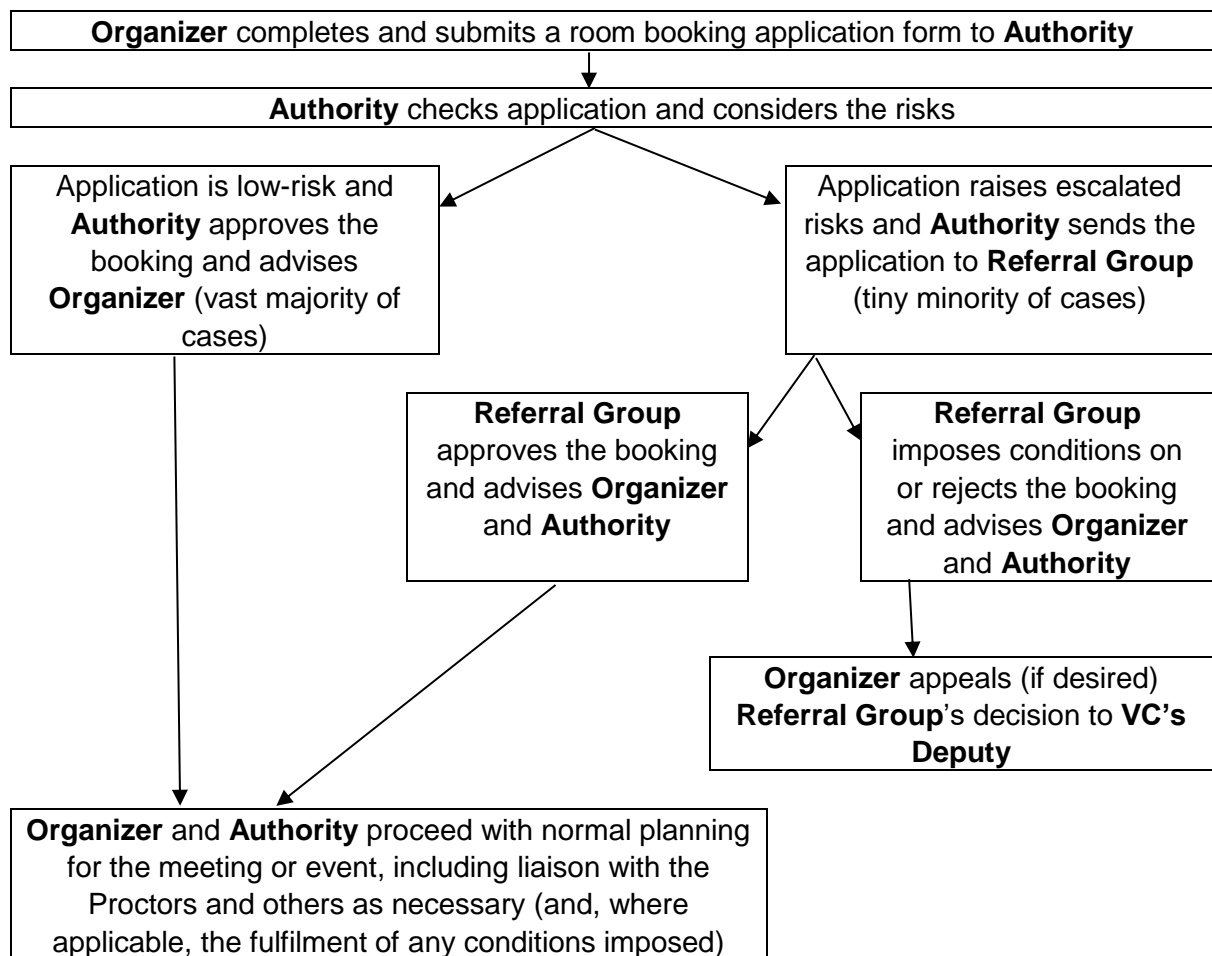
Meetings which are routine University business, including those related to curricular matters, will not normally be subject to the below process.

The flowchart on the next page summarises the process and is followed by guidance for meeting/event organizers and guidance for those authorities responsible for approving room booking and other meeting/event applications.

This guidance is overseen by the Committee on Prevent and Freedom of Speech and was last updated substantively in November 2019. Minor editorial corrections (and the addition of the Introductory Note) were implemented in December 2020 by the Committee's Secretary.

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



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. (The questions on this form are integrated into the University's Booker system.) 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.

UNIVERSITY OF CAMBRIDGE
ROOM BOOKING APPLICATION FORM

<p>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.</p>						
Name of event						
Date of event	Is this an external event? YES / NO	Is there an external speaker? YES / NO	Start time of event	Finish time of event	Preferred location	Is this a repeat booking? YES / NO
Name and contact details for person requesting the booking (i.e. the meeting or event organizer, including the society, organization or group they represent)						
Event type (e.g. lecture, conference, social gathering, colloquium)			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 the main speaker(s) (including the society, organization or group they represent)						

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 (If you have selected YES refer to the Guidance for booking meetings and events)
Name of decision-maker and date of decision	