



External Speakers and Events – Student & Student Society Booking Policy

Reference: FU003

Student and Student Society Booking Requirements – Internal Reference Document
For Bursary & Decanal Team from July 13, 2016 (Next Review February 2017)

1. Introduction

The College welcomes and encourages students and student societies to book facilities at the Hall to hold functions, meetings and other events. These require the submission of a Booking Form and the approval of the Decanal Team and the Bursary prior to confirmation of booking. This document is intended as a guide to confirm approval requirements and detail who is able to give that approval.

It is the intention of this document to ensure that approvals are completed at an appropriate level and that approvals are managed in the most effective manner.

2. Scope and Responsibility

- 2.1. The Dean has overall responsibility for approving student and student society functions.
- 2.2. The Junior Dean is responsible for reviewing all applications and applying specific approvals. The Junior Dean will discuss with the Dean prior to approval should additional information or discussion be required.
- 2.3. The Junior Dean will hold and maintain a list of those students and Societies that have held an event at the Hall previously, but have not complied with booking requirements and will refer to this document when new bookings are made. Inclusion on this document will determine whether a booking will be approved.
- 2.4. The Domestic Bursar is jointly responsible for the day-to-day approval requirements of Booking requests with the Junior Dean.
- 2.5. The Bursary Administrator can complete approvals using the following parameters:
 - a. Any requirements between the hours of 0900 and 1700 that do not involve food and drinks or indicate that music will be played or where an event may disturb a significantly noise sensitive event in an adjacent venue;
 - b. Where the total group number is less than 15 (and the organiser has not been reprimanded previously);
 - c. Events such as committee meetings or academic presentations.

The Bursary Administrator will use their discretion when booking any of the above type of function and refer to the Junior Dean and Domestic Bursar should they have any concerns.

3. Prerequisites

- 3.1 No bookings will be considered unless an authorised Booking Form has been completed.
- 3.2 It is the responsibility of the lead booker to confirm any queries they may have prior to submitting a booking form.

4. Booking Procedure

The booking procedure is available on the Booking Form.

On successfully booking a venue the organiser will be sent the information sheet in Appendix 1.



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APPENDIX 1 - ROOM BOOKING – REMINDER OF TERMS & CONDITIONS

ALL USERS ARE REMINDED THAT:

- Names of St Edmund Hall students have been submitted and will be held accountable for policing the gathering and/or clear up afterwards.
- For large events likely to involve spillages, please liaise closely with the Housekeeper (julie.broadbent@seh.ox.ac.uk) to ensure appropriate cleaning arrangements have been made prior to the event.
- Room capacities must be adhered to. As a reminder, the following room capacities (including all the organisers and/or performers etc) **must never be exceeded**, as they are determined by fire regulations:

Wolfson Hall	400 (224 for dining)	Old Dining Hall	60 (40 for dining)
Emden Rooms	40	Hearne Room	25
Pontigny Room	80 (60 for dining)	Doctorow Hall	80 (dependent on use)

- The finishing time you specify is the time when all those attending have dispersed or left the College.
- All music and the distribution of food and drink must end half an hour before the finishing time. If alcohol is served, a soft drink alternative must be equally available.
- Sound levels for all music and amplified voice must be maintained at an appropriate level and not be of a level that will disturb residents. **YOU ARE REMINDED that sound travels within the enclosed environment of the Hall and therefore the organiser is responsible for monitoring sound levels at all times during the function. Should the Decanal Team have to intervene, this will affect your ability to book venues in the future.**
- All personal belongings must be removed prior to departure so the room is available and ready to organise for the next event.
- Smoking or the use of E-cigarettes is NOT permitted in any room, or elsewhere on College premises.**
- All catering is provided in house and must be organised by the Conference & Events Manager in the Bursary. No outside catering is allowed. Light snacks (i.e. cheese, biscuits, crisps & nuts) are allowed only with the permission of the Conference & Events Manager.
- Keys will only be issued to the person named on the submitted form.

Freedom of Speech

Under Section 43 (3) of the Education (No 2) Act 1986, the College has a legal duty to protect freedom of speech, and a Code of Practice has been devised to meet this obligation. Permission to hold any meeting on College premises will be granted by the Dean or his/her deputy only when you have signed the declaration above, which constitutes an undertaking to abide by its Code of Practice, a copy of which may be obtained from the Bursary or the College website (www.seh.ox.ac.uk).



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Note: All non-College societies and clubs count as external bodies and those acting on their behalf should note especially PART 5, Section 12 of the Code, and the fact that any expenses incurred in upholding freedom of speech events held on College premises devolve upon the organisers.

The Dean is responsible for risk-assessing activities booked through this form and reviewing any event that might give rise to concerns relating to the Code of Practice on Freedom of Speech and the College's PREVENT duty (as prescribed by the Counter-Terrorism and Security Act 2015). This signed and authorised document is a contract between the College and the individual booker and the Dean will seek from those hiring facilities details of the content of meetings and other activities sponsored by the hirer.

Event Organisers shall ensure that:

- Criminal speech, as the Public Order Act 1986, is excluded as it prohibits, by its Part 3, expressions of racial hatred, which is defined as hatred against a group of persons by reason of the group's colour, race, nationality (including citizenship) or ethnic or national origins. Section 18 of the Act says:

A person who uses threatening, abusive or insulting words or behaviour, or displays any written material which is threatening, abusive or insulting, is guilty of an offence if:

(a) he intends thereby to stir up racial hatred, or

(b) having regard to all the circumstances, racial hatred is likely to be stirred up thereby.

- Speakers and audience alike are to be reminded of their responsibilities to observe the relevant College's policies on harassment and to conduct civil discussions at all times.
- If an event seems likely to cause security concerns, the Head of House, advised by the Domestic Bursar, reserves the right to take steps to address such concerns, such as relocating that event to premises where the safety of all participants can be properly provided for.