



# Name of Policy: Room Booking by Academic and Non-academic Staff

**RESPONSIBLE COMMITTEE:** Educational Policy Committee

**RESPONSIBLE OFFICER:** Senior Dean

**LINKED DOCUMENTS: College:** Freedom of Speech Policy; Equality Policy; Room Booking by Academic and Non-Academic Staff Procedure; Safeguarding Policy.

**LINKED DOCUMENTS: Other:** n/a

**Annual Review date:** First meeting of Hilary Term

## POLICY HISTORY

<i>Date of GB approval</i>	<i>Brief summary of changes</i>	<i>Confirmation that linked documents have updated if necessary</i>	<i>College policy register updated</i>
21 June 2016	Generation of Policy	na	Yes (Sandra Campbell)



## PURPOSE OF POLICY

1. To advise academic and non-academic staff of the availability of College space and the circumstances in which it may be booked for internal and external meetings.
2. This Policy covers all events taking place on college premises; or events held elsewhere which are college funded, affiliated or branded.

## POLICY

3. The College will give priority to room bookings in support of the academic purpose of the College.
4. This policy relates to the booking and use by academic and non-academic staff of College space identified in Annexe A.
5. The College reserves the right to approve or reject requests for room bookings.
6. All room bookings must adhere to the College's Policy on Freedom of Speech.
7. The Counter-Terrorism and Security Act 2015 and related guidance requires the College to strengthen its policies and procedures around the management of events and external speakers.
8. In order to manage and mitigate the potential risks and to balance its legal duties in terms of ensuring freedom of speech and academic freedom, and to protect student and staff welfare, the College requires all members of staff to assess the risks associated with events they organize which are not part of the College's normal academic or administrative business and which involve external speakers, as advised by the UK Universities (see <http://www.universitiesuk.ac.uk/highereducation/Documents/2013/ExternalSpeakerInHigherEducationInstitutions.pdf>) and the Charity Commission (see <https://www.gov.uk/government/publications/charities-and-terrorism> and [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/351342/CT-5.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/351342/CT-5.pdf))
9. If the event organizer has reason to believe that there is a risk that the speaker or event may break the law, breach the College's statutory duties and/or pose a risk to the wellbeing of students, staff and/or visitors, they must discuss the proposed booking with the College's *Prevent* Duty Co-ordinator before a room booking can be confirmed.
10. External speakers are defined as speakers invited to attend an event who are not current members of either the staff or student body of the University of Oxford or its Colleges.
11. Encouragement of terrorism and inviting support for a proscribed terrorist organisation are both criminal offences. The College will not provide a platform for these offences to be committed.



### Annexe A

Space	Type of space	Permission required from	Book via
Dolphin Lecture Room	Teaching room		Lodge
New Seminar Room	Teaching room		Lodge
North Lecture Room	Teaching room		Lodge
14 St Giles Seminar Room H	Teaching room		Lodge
15 St Giles Seminar Room C	Teaching room		Lodge
45 St Giles Seminar Room	Teaching room		Lodge
21 St Giles Seminar Room	Teaching Room		Lodge
46 St Giles Seminar Room	Teaching room		Lodge
Rural Economy Room 1	Teaching room		Lodge
Rural Economy Room 2	Teaching room		Lodge
G04 Kendrew	Teaching room		Lodge
G05 Kendrew	Teaching room		Lodge
103 Kendrew	Teaching room		Lodge
104 Kendrew	Teaching room		Lodge
Prestwich Room	Function room		Catering Office
Kendrew Cafe	Function room		Domestic Office
Room B24 Kendrew	Events room		Lodge
Larkin Room	Function room		Catering Office
Graves Room	Function room		Lodge
JCR (Bar Extension Room)	Student Social Room		JCR/MCR Presidents
DVD Room	Student Social Room		JCR/MCR Presidents
Garden Quad Auditorium	Teaching room/Function room		Catering Office
Garden Quad Reception Room	Function room		Catering Office
Hall	Function room	President	Domestic Office
Chapel		Chaplain	Chaplain
St Giles House	Function room	Domestic Bursar	Domestic Office
Barn		Domestic Bursar	Domestic Office
Kawaii Music Room	Music practice room	College Office	Lodge
Rural Economy Music Room	Music practice room		Lodge