Name of Procedure: Room Booking by Students

RESPONSIBLE COMMITTEE: Domestic Committee

RESPONSIBLE OFFICER: Domestic Bursar

LINKED DOCUMENTS: College: Room Booking by Students Policy; Domestic Office Room Booking Guidelines for Students; *Prevent* Duty Training Procedure.

LINKED DOCUMENTS: Other: n/a

Annual Review date: First meeting of Hilary Term

PROCEDURE HISTORY

Date of GB approval	Brief summary of changes	Confirmation that linked documents have updated if necessary	College policy register updated
June 2016	Generation of policy	na	Yes (Sandra Campbell)
March 2017	Policy reviewed by Committee and subsequently approved by GB	na	Yes (Sandra Campbell)
March 2018	Policy reviewed by Committee and subsequently approved by GB	na	Yes (Sandra Campbell)

PURPOSE OF PROCEDURE

1.   To guide student members of the College wishing to book space in College.

2.   Space in College is defined as a collection of teaching, meeting and event spaces for which bookings, subject to approval if necessary, can be requested by all enrolled students of the College.

BOOKING PROCEDURE

3.   Students should refer to the Room Booking Policy by Students for information about which College rooms may be booked and the type of permission required.

4.   All events involving external speakers must be approved as detailed in the Policy for Room Booking by Students.

5.   External speakers are defined as speakers who are not current members of either the staff or student body of the University of Oxford or its Colleges.

6.   In order to manage and mitigate the risks around external speakers and events in College, to balance its legal duties in terms of ensuring freedom of speech and academic freedom, and to protect student and staff welfare, the College will maintain a system for assessing and rating risks associated with events involving external speakers as advised by the UK Universities and the Charity Commission. See Annexe A for details of this system.

7.   In risk assessing events, individuals should be aware of their responsibilities to consider the College's duty under the *Prevent* duty strictly within the context of pre-existing rights, including the Human Rights Act, The Education Act (No2) and the Equality Act.

8.   Any booking is subject to the following:

    (i)   The function should not contravene the ethos of St John's College, as described in its Statement of Purpose, available on the College website.

    (ii)   The St John's student booking the room must attend the function and be present throughout the entire event.

    (iii)   The College reserves the right to decline bookings.

9.   Students should read this booking procedure in conjunction with the College Regulations (see the Undergraduate and Graduate Student Handbooks).

HOW TO BOOK A ROOM WHEN DECANAL PERMISSION IS REQUIRED IN ADVANCE

9. Email junior.dean@sjc.ox.ac.uk with a numbered list of information relating to your event as follows:

    (i)   Name of the person responsible for the event (this will be the sender of the email) and a contact phone number;

    (ii)   The club, society, and/or purpose and subject matter of the meeting;

    (iii) The room you wish to use;

    (iv)   The date and time of the event (including both start and end times);

    (v)   The approximate numbers attending;

    (vi)   Whether people from outside St John's will attend and if so, how many;

    (vii) If there is to be an outside speaker, the name of that individual and, if appropriate, the organization they represent;

    (viii) For events with large numbers of external guests: Names and contact numbers of extra chaperones, in the ratio of approximately 1 chaperone per 10 external guests;

    (ix)   For dinners only: Name a senior member presiding at the dinner AND the names of two students responsible for the conduct at the function.

10. The email must be sent at least 3 working days in advance and 1 week in advance of any event involving external speakers, as defined in the Procedure for Room Bookings by Students.

11. After permission has been granted from the Dean's office, by email, take the email to the College Lodge and book the room.

HOW TO BOOK A ROOM WHEN NON-DECANAL PERMISSION IS REQUIRED IN ADVANCE

[Non-decanal: Tutors, the Domestic Bursar, the Chaplain, the College Office, as detailed in Annexe A of the Policy for Room Booking by Students]

12. Email or speak to the appropriate individual or office to seek permission to book a room. You must provide the detail information listed in paragraph 9 above.

13. Rooms must be booked at least 3 working days in advance and 1 week in advance of any event involving external speakers.

14. When the relevant individual has granted permission, take a copy of their email to the College Lodge and book the room.

HOW TO BOOK A ROOM WHEN NO ADVANCE PERMISSION IS REQUIRED

15. In this case, rooms may be booked directly with the Lodge.
16. You must tell the porter on duty the nature of your event, the club or society if applicable, and the approximate number attending.

NOTES

17. In addition to serving as a point of contact with the College and attending the event (see 7(ii) above), the event organizer, who must be a St John's student, assumes full personal responsibility for:

    (i) Ensuring that College facilities used are left in a suitable condition, with lights and equipment turned off after use;

    (ii) All attendees adhere to College Rules and Regulations;

    (iii) Ensuring that food and drink is not taken into rooms unless this is permitted.

18. The cost of any damage will be charged to the named responsible person.

19. Room keys are collected from the College Lodge.

20. Non-compliance with these procedures will result in the organizers, as well as the club or society, forfeiting the right to make any further bookings.

21. A booklet 'A guide to teaching rooms in College', which provides information about room capacities, equipment, and information about accessibility, is available from the Lodge and from the College Office.

Process for considering external speaker requests

The review of every external speaker request must involve consideration of the full legal context that applies to such activity. (see http://www.universitiesuk.ac.uk/highereducation/Documents/2013/ExternalSpeakersInHigherEducationInstitutions.pdf)

The majority of external speaker requests will be relatively straightforward and easy to assess. In these cases, the review process will be short and simple. Others may require further consideration to assess whether speakers are likely to contravene the law or the College's Prevent and Safeguarding Policies and whether mitigating actions will satisfactorily address the risk of this happening.

The individual receiving the request (see 9 and 12 above) will consider the following in determining whether to approve, refuse or refer a speaker request:

(i)   Does the proposed external speaker have links to or represent a proscribed terror group or organisation as per the Home Office list[1] or feature on HM Treasury's list of organisations subject to government sanctions[2]?

(ii)   What is the topic of the event? Is the event title or subject matter likely to be controversial or cause distress to anyone? Will both sides of the argument be presented? Has an event been run on this topic previously by the University?

(iii)   Who is chairing the meeting? Are they sufficiently qualified to provide balance and challenge during the event? What is their stance on the topic under discussion and is this likely to impact the smooth running of the event?

(iv)   Has the speaker spoken at the institution or another higher education institution previously? What is known about him or her? Are there grounds to suspect that the individual may speak outside the parameters of the law?

(v)   Will hosting the speaker have public order implications, risk injury to attendees or damage to university or any other property? Is there the potential for serious health and safety issues to arise? Is it likely that the presence of the speaker will prompt protests?

(vi)   Who is attending the event? Is it restricted to staff and students of the institution only or will it be open to the public? Is it likely that the presence of the speaker will prompt specific groups or individuals to attend the event?

(vii)   What security provisions are in place? Are these sufficient? Will sufficient security staff be available?

(viii) Will hosting the speaker have reputational risks for the institution? Is the event likely to attract media attention and if so how can the university manage this effectively?

(ix)   Has the speaker agreed to abide by the institution's values?

(x)   What materials will be available at the event (eg leaflets, DVDs, CDs, memory sticks)?

Once the above checklist has been worked through, the request may be:

(i)   Approved;

(ii)   Approved with conditions;

(iii) Referred to the Senior Dean or the College *Prevent* Co-ordinator for further consideration.

If it is considered that the event is high risk the Senior Dean and/or College *Prevent* Coordinator may decide to refer the request to the College's *Prevent* Team for further consideration.

[1] The list can be found on www.gov.uk – listed as 'Proscribed Terror Groups or Organisations'

[2] The list can be found on www.gov.uk – listed as 'Consolidated List of Financial Sanctions Targets in the UK'

Last revised: March 2018
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