



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>
June 2016	Generation of Policy	na	Yes (Sandra Campbell)
March 2017	Policy reviewed by Committee	na	Yes (Sandra Campbell)
March 2018	Policy reviewed by Committee and subsequently approved by GB	na	Yes (Sandra Campbell)
Jan 2019	Policy reviewed after changes to room booking permissions and approved by GB	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 spaces 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/ExternalSpeakersInHigherEducationInstitutions.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)
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 Coordinator 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	N/A	Lodge/Catering Office
New Seminar Room	Teaching room	N/A	Lodge/Catering Office
North Lecture Room	Teaching room	N/A	Lodge/catering office
14 St Giles Seminar Room H	Teaching room	N/A	Lodge/catering office
15 St Giles Seminar Room C	Teaching room	N/A	Lodge/catering office
45 St Giles Seminar Room	Teaching room	N/A	Lodge/catering office
21 St Giles Seminar Room	Teaching Room	N/A	Lodge/catering office
46 St Giles Seminar Room	Teaching room	N/A	Lodge/catering office
Rural Economy Room 1	Teaching room	N/A	Lodge/catering office
Rural Economy Room 2	Teaching room	N/A	Lodge/catering office
G04 Kendrew	Teaching room	N/A	Lodge/catering office
G05 Kendrew	Teaching room	N/A	Lodge/catering office
103 Kendrew	Teaching room	N/A	Lodge
104 Kendrew	Teaching room	N/A	Lodge
Prestwich Room	Function room	N/A	Lodge/Catering Office
203 Kendrew	Teaching Room	N/A	Lodge
Kendrew Cafe	Function room	N/A	Domestic Office
Room B24 Kendrew	Events room	N/A	Lodge
Larkin Room	Function room	N/A	Catering Office
Graves Room	Function room	N/A	Lodge
JCR (Bar Extension Room)	Student Social Room	N/A	JCR/MCR Presidents
DVD Room	Student Social Room	N/A	JCR/MCR Presidents
Garden Quad Auditorium	Teaching room/Function room	N/A	Conference Office
Garden Quad Reception Room	Function room	N/A	Conference Office



Hall	Function room	President	Conference Office
Chapel		Chaplain	Chaplain
21St Giles	Film room	Prof N Lubecker	Conference Office
St Giles House	Function room	Home Bursar	Conference Office
Barn		Keeper of the Pictures	Conference Office
Kawaii Music Room	Music practice room	Music and Visual Arts officer	Lodge
Rural Economy Music Room	Music practice room	Music and Visual Arts Officer	Lodge