



Name of Policy: Booking of Conferences and External Events

RESPONSIBLE COMMITTEE: Domestic and Establishment Committee

RESPONSIBLE OFFICERS: Home Bursar

LINKED DOCUMENTS: College: Freedom of Speech Policy; Booking Contract for Conferences and External Events; Terms and Conditions for Conferences and External Events.

LINKED DOCUMENTS: Other: n/a

Annual Review date: First meeting of Hilary Term

PURPOSE OF POLICY

1. This document sets out the framework within which external organisations, groups or individuals may book College facilities for conferences, summer schools and other functions.
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 consider requests from non-College members wishing to arrange conferences, summer schools and other functions to take place on College property.
4. Event organisers must sign a Booking Contract for Event Services, as provided by the Conference and Events Office.
5. All bookings must abide by the College's Terms and Conditions for Events and Other Services, as provided by the Conference and Events Office.
6. The College reserves the right to refuse or subsequently cancel a booking should the subject matter have the potential to cause risk to the College. Due diligence will be applied when assessing the potential risk.
7. In booking any event, the College will consider security implications.
8. Any organisation, group or individual proposing to organise a function on College property must not undertake any activity that may be liable to bring the College or the University of Oxford into disrepute.
9. The proceedings of all functions must adhere to the College and the University of Oxford's policies on Freedom of Speech.



10. In order to (i) manage and mitigate the risks around the booking of College space, (ii) balance its legal duties in terms of ensuring freedom of speech and academic freedom, and (iii) protect student and staff welfare, the College will assess and rate risks associated with events involving external organisations, groups or individuals, 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/collections/protecting-charities-from-harm-compliance-toolkit#chapter-5>).

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	Confirmed	Yes (Sandra Campbell)
March 2017	Policy reviewed by Committee and subsequently approved by GB.	Confirmed	Yes (Sandra Campbell)
March 2018	Web links updated. Policy reviewed by Committee and subsequently approved by GB.	Confirmed	Yes (Sandra Campbell)
Jan 2019	Home Bursars added as one of the responsible officers for this policy. Policy reviewed by Committee and subsequently approved by GB.	Confirmed	Yes (Sandra Campbell)
Apr 2019	Home Bursar removed from policy ownership	Confirmed	Yes (Sandra Campbell)
Jan 2020	“Domestic Office” replaced with “Conference and Events Office”. Web link updated. Policy reviewed by Committee and subsequently approved by GB.	Confirmed	Yes (Kate Doornik)
Jan 2021	Name of responsible	Confirmed	Yes (Sandra



	committee changed to Domestic and Establishment. Policy reviewed by Committee and subsequently approved by GB.		Campbell)
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