



Name of Procedure: Room Booking by Students

RESPONSIBLE COMMITTEE: Domestic and Establishment Committee

RESPONSIBLE OFFICER: Senior Dean

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

LINKED DOCUMENTS: Other: n/a

Annual Review date: First meeting of Hilary Term

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

10. Download the Room Booking form from the College's website. Complete the mandatory fields at the top of the form. If these are not completed, the form will not be approved. They include:
- (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;
11. If the booking requires catering to be supplied by the College Catering Department (charges apply), complete the **Catering Requirements section** on the Booking Form.
12. If room set up is required, complete the **Room Set-Up Required section** and indicate your requirements on the page of diagrams and equipment.
13. If the room that you wish to book requires authorisation from someone else (see the table in the appendix to this document), complete the **Authorisation for use of Room section** on the Booking Form, email it to the authorising person and have them confirm their permission.
14. Decanal permission must be obtained from the Junior Deans if any of the following apply:
- a) Alcohol will be consumed at the event, whether purchased from the college or from elsewhere.



- b) An external speaker is expected to give a talk (details of this should be presented to the Junior Deans).
- c) There will be more than 4 attendees who are not members of St John's
- d) There will be more than 20 attendees (St John's members or non-members)

If Decanal Permission is required, you must take a hard copy of your completed form to the Junior Deans. They will discuss the nature of your event with you. They will sign the form and give permission on the basis that particular conditions are observed in the management of the event.

The Junior Deans can be contacted at 15 St Giles during their office hours, Mondays, Wednesdays, and Fridays, from 6.00pm to 6.30pm, unless otherwise noted. For events out of term (from week 9 to week 0, all requests requiring Decanal Permission should be made via the Conference and Events office).

Your room booking must be made at least 7 days in advance when decanal permission is involved: if bookings are requested with less than 7 clear days notice, they may well be refused.

- 15. For events with large numbers of external guests you should supply names and contact numbers of extra chaperones, in the ratio of approximately 1 chaperone per 10 external guests. For dinners only: Name a senior member presiding at the dinner AND the names of two students responsible for the conduct at the function.

- 16. Once all required approvals have been received, and all relevant sections completed, take the completed form to the Catering Office if catering is required, or to the Lodge if no catering is required.

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.



17. The cost of any damage will be charged to the named responsible person.
18. Room keys are collected from the College Lodge.
19. 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.
20. 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.



ANNEXE A

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 list¹ or feature on HM Treasury's list of organisations subject to government sanctions²?
- (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'



ANNEXE B

Room Booking Guide for Students [for General Distribution]

Any junior member of St John's College may, with appropriate permission, book venues in college. This guide outlines the procedure for obtaining permission and booking venues.

Any booking is subject to the following rules:

- The function must be in line with the general ethos of St John's College.
 - The individual booking the room must be a current member of St John's, and they must attend the function and be present throughout the entire event.
 - The College reserves the right to decline block bookings.
- Appropriate authorisation is obtained, as explained below.

Types of Venue Available for Student Bookings

Most student events are held in the following rooms: the **Larkin Room, Prestwich Room** (Thomas White Quad), the **B24 Events Room** (Kendrew Quad), and the **Graves Room**. These rooms may be booked by a current member of St John's College free of charge, and events held in them may involve non-members of College. Booking is subject to availability and, for events requiring decanal permission (see below), subject to appropriate permission being granted.

On exceptional occasions you may consider booking other rooms in College, most of which require special authorisation – usually by a fellow. See the table below for a list of the different permissions required. There will be no room hire charge if the event is exclusively for members of St John's College.

Booking Requirements

All bookings, whether decanal permission is needed or not, must be made on **the JCR MCR Room Booking Form** that is available on the JCR and MCR Websites.

The following information must be provided for ALL Bookings by the party requesting the room:

- Organiser (first and last name)
- Email address/phone number
- Tutor
- Purpose of function and club/society
- Date
- Time (from – to)
- Number of attendees
- Number of external attendees (i.e. non-members of St John's)
- Name of external speaker and their organisation
- Name of room.
- Whether Decanal permission or Fellow's authorisation is granted.

N.B. If these details are not provided, the booking request cannot be processed.

Obtaining Decanal Permission

Decanal permission must be obtained from the Junior Deans if any of the following apply:

- i) Alcohol will be consumed at the event, whether purchased from the college or from elsewhere.



- ii) An external speaker is expected to give a talk (details of this should be presented to the Junior Deans).
- iii) There will be more than 4 attendees who are not members of St John's
- iv) There will be more than 20 attendees (St John's members or non-members)

Instructions

Complete the mandatory fields at the top of the form. If these are not completed, the form will not be approved.

If the booking requires catering to be supplied by the College Catering Department (charges apply), complete the **Catering Requirements section** on the Booking Form.

If room set up is required, complete the **Room Set-Up Required section** and indicate your requirements on the page of diagrams and equipment.

If, in exceptional cases, the room that you wish to book requires authorisation from someone else (see the table at the end of this document), complete the **Authorisation for use of Room section** on the Booking Form, email it to the authorising person and have them confirm their permission.

Finally, if **Decanal Permission** is required, you must take a hard copy of your completed form to the Junior Deans. They will discuss the nature of your event with you. They will sign the form and give permission on the basis that particular conditions are observed in the management of the event.

The Junior Deans can be contacted at 15 St Giles during their office hours, Mondays, Wednesdays, and Fridays, from 6.00pm to 6.30pm, unless otherwise noted. For events out of term ([from week 9 to week 0, all requests should be made via the Conference and Events office.](#))

Your room booking must be made at least 7 days in advance when decanal permission is involved: if bookings are requested with less than 7 clear days notice, they may well be refused.

All booking requests should be submitted as early as possible. Rooms can be booked weeks in advance if necessary.

Once all required approvals have been received, and all relevant sections completed, take the completed form to the Catering Office if catering is required, or to the Lodge if no catering is required.



TERM TIME STUDENT ROOM BOOKING AUTHORISATIONS

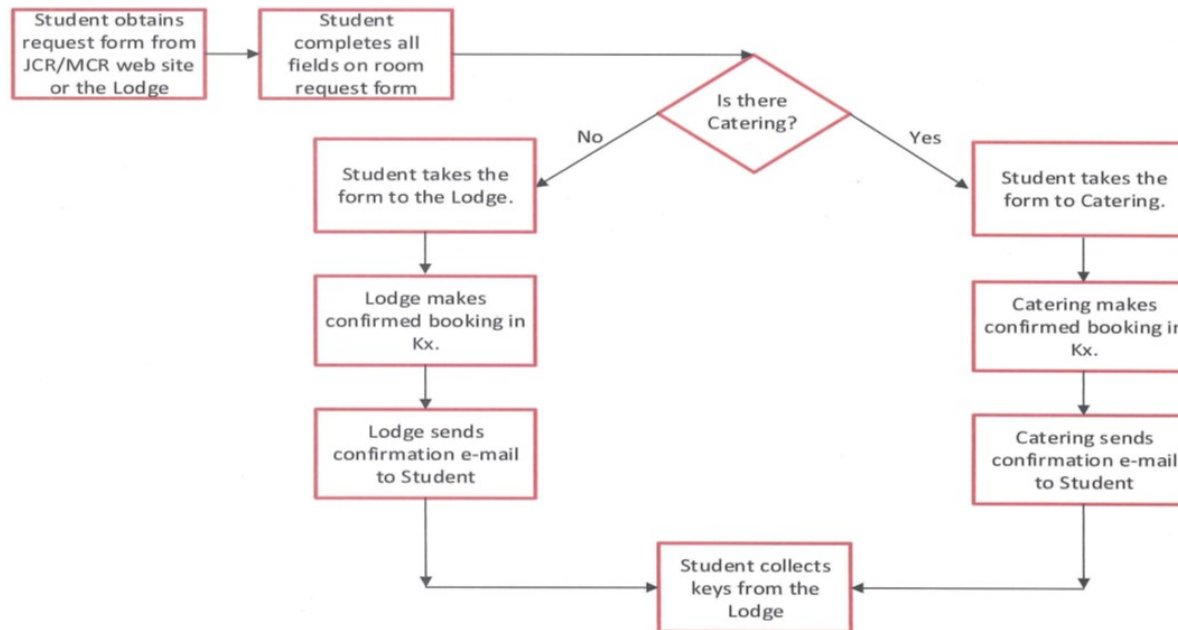
Space	Type of space	Permission required from
Dolphin Lecture Room	Teaching room	Fellow
New Seminar Room	Teaching room	Fellow
North Lecture Room	Teaching room	Fellow
14 St Giles Seminar Room H	Teaching room	Fellow
15 St Giles Seminar Room C	Teaching room	Fellow
45 St Giles Seminar Room	Teaching room	Fellow
21 St Giles Seminar Room	Teaching Room	Fellow
46 St Giles Seminar Room	Teaching room	Fellow
Rural Economy Room 1	Teaching room	No permission required
Rural Economy Room 2	Teaching room	No permission required
G04 Kendrew	Teaching room	Fellow
G05 Kendrew	Teaching room	Fellow
103 Kendrew	Teaching room	No permission required
104 Kendrew	Teaching room	No permission required
Prestwich Room	Function room	No permission required
203 Kendrew	Teaching Room	No permission required
Kendrew Music Room	Music practice room	Music and Visual Arts Officer
B24 Kendrew	Events room	No permission required
Larkin Room	Function room	No permission required
Graves Room	Function room/Meeting	No permission required
JCR (Bar extension Room)		JCR President
DVD Room		MCR/JCR Presidents
Garden Quad Auditorium	Teaching room/Function room	Music and Visual Arts Officer and Home Bursar
Garden Quad Reception Room	Function room	Senior Dean
Chapel		Chaplain
21 St Giles	Function room/Film Room	Prof N Lubecker
Barn		Keeper of the Pictures
Kawaii Music Room	Music practice room	Music and Visual Arts



Rural Economy Music Room	Music practice room	Officer No permission required
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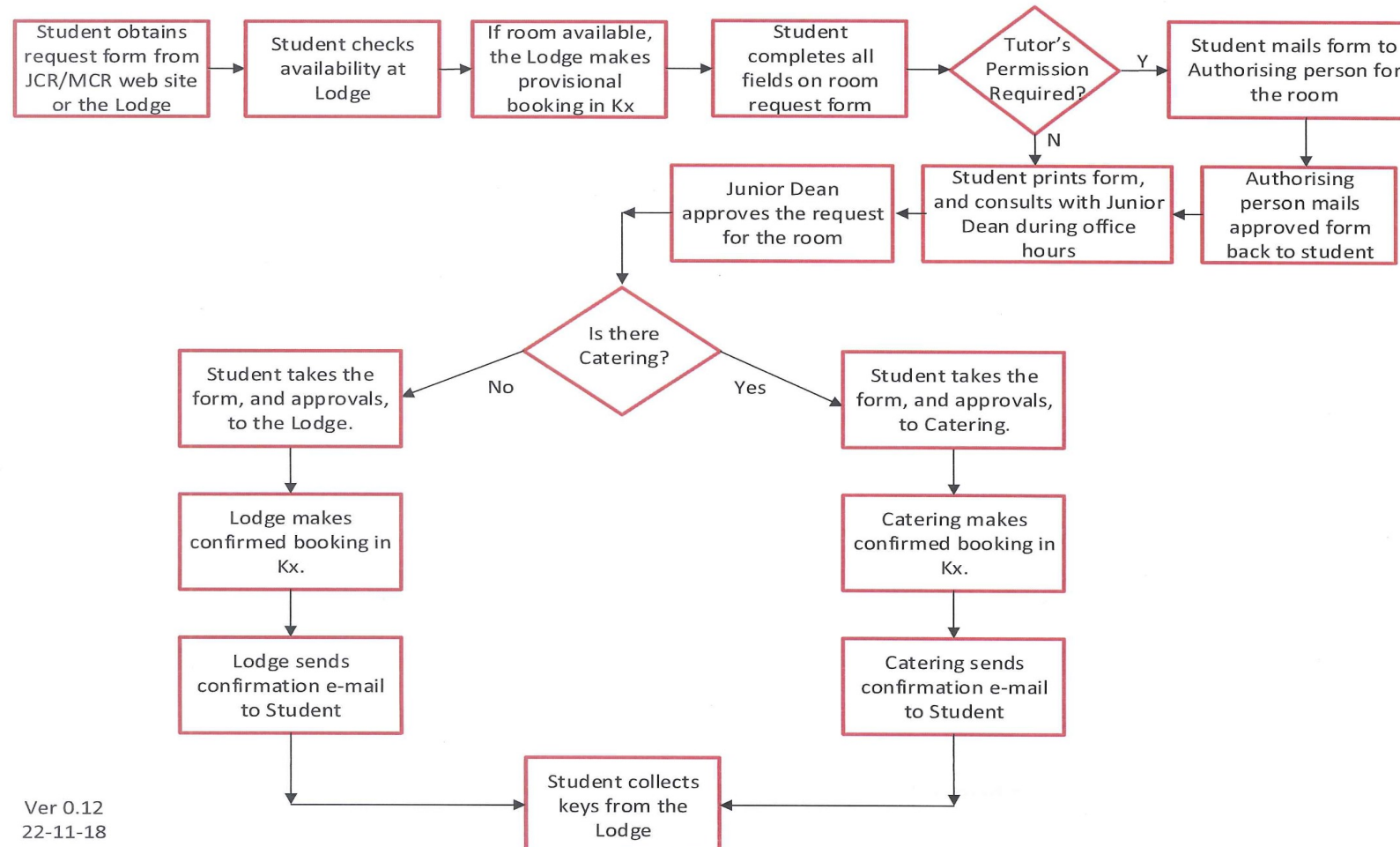
**STUDENT ROOM REQUESTS
NO DECANAL PERMISSION, NO ROOM AUTHORISATION**



Ver 0.12
22-11-18



**STUDENT ROOM REQUESTS
NEEDS DECANAL PERMISSION, AND / OR ROOM AUTHORISATION**



Ver 0.12
22-11-18

PROCEDURE 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	Policy reviewed by Committee and subsequently approved by GB	Confirmed	Yes (Sandra Campbell)
Jan 2019	Policy reviewed after changes to the booking procedures and reviewed by GB	Confirmed	Yes (Sandra Campbell)
Apr 2019	Home Bursar permission replaced by Senior Dean. Policy ownership as Senior Dean	Confirmed	Yes (Sandra Campbell)
May 2019	Amendment to procedure to trigger decanal permission if more than 4 non St John's attendees are present. Booking of Garden Quad reception room changed to Senior Dean for approval	Confirmed	Yes (Sandra Campbell)



	Policy holder changed to Senior Dean		
Jan 2020	Para. 14 change to Junior Dean hours. Policy reviewed by Committee and subsequently approved by GB	Confirmed	Yes (Kate Doornik)
Jan 2021	Responsible Committee name changed to Donestic and Establishment. Policy reviewed by Committee and subsequently approved by GB	Confirmed	Yes (Sandra Campbell)