



Name of Policy: Room Booking by Students

RESPONSIBLE COMMITTEE: Educational Policy Committee

RESPONSIBLE OFFICER: Senior Dean

LINKED DOCUMENTS: College: Freedom of Speech Policy; Equality Policy; Room Booking by Students Procedure; Safeguarding Policy; Management of Faith Facilities Policy.

LINKED DOCUMENTS: Other: n/a

Annual Review date: First meeting of Hilary Term

PURPOSE OF POLICY

1. To inform students 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 students of College space identified in Annexe A.
5. Student members of the College may book rooms as described in the Student Room Booking Procedure.
6. The College reserves the right to approve or reject requests for room bookings.
7. All room bookings must adhere to the College's Policy on Freedom of Speech.
8. 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.
9. 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 will maintain a system for assessing and rating risks associated with events involving 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/collections/protecting-charities-from-harm-compliance-toolkit#chapter-5>)
10. This system will be described in the Student Room Booking Procedure.



11. All events involving external speakers must be approved in advance by a member of the academic staff of the College or by the Senior Dean's Office.
12. 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.
13. 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.

TERM TIME STUDENT ROOM BOOKING AUTHORISATIONS ANNEXE A

Space	Type of space	Permission required from	Book via
Dolphin Lecture Room	Teaching room	Fellow	Lodge/catering
New Seminar Room	Teaching room	Fellow	Lodge/catering
North Lecture Room	Teaching room	Fellow	Lodge/catering
14 St Giles Seminar Room H	Teaching room	Fellow	Lodge/catering
15 St Giles Seminar Room C	Teaching room	Fellow	Lodge/catering
45 St Giles Seminar Room	Teaching room	Fellow	Lodge/catering
46 St Giles Seminar Room	Teaching room	Fellow	Lodge/catering
Rural Economy Room 1	Teaching room	<i>No permission required*</i>	Lodge/catering
Rural Economy Room 2	Teaching room	<i>No permission required*</i>	Lodge/catering
G04 Kendrew	Teaching room	Fellow	Lodge/catering
G05 Kendrew	Teaching room	Fellow	Lodge/catering
103 Kendrew	Teaching room	<i>No permission required*</i>	Lodge (no catering possible)
104 Kendrew	Teaching room	<i>No permission required*</i>	Lodge (no catering possible)
Prestwich Room	Function room	<i>No permission required*</i>	Lodge/Catering Office
203 Kendrew	Teaching Room	<i>No permission required*</i>	Lodge (no catering possible)
B24 Kendrew	Events room	<i>No permission required*</i>	Lodge/Catering
Larkin Room	Function room	<i>No permission required*</i>	Lodge/catering
Graves Room	Function room/Meeting	<i>No permission required*</i>	Lodge/catering
JCR (Bar extension Room)		<i>No permission required*</i>	MCR/JCR Presidents
DVD Room		<i>No permission required*</i>	MCR/JCR Presidents
Garden Quad Auditorium	Teaching room/Function room	Music and Visual Arts Officer and Home Bursar	Conference Office



Garden Quad Reception Room	Function room	Home Bursar	Conference office
Chapel		Chaplain	Chaplain
21 St Giles	Function room/Film Room	Prof N Lubecker	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	<i>No permission required*</i>	Lodge

* permission is required from the Dean's Office if any meeting or event will involve the participation of individuals who are not members of the College or Oxford University. Outside term, anything that would normally require Decanal permissions should be booked through the Conference and Events Office

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	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 room booking permissions and approved by GB	Confirmed	Yes (Sandra Campbell)
Feb 2020	Web link updated. Policy reviewed by Committee and subsequently approved by GB	Confirmed	Yes (Kate Doornik)
Jan 2021	Policy reviewed by Committee and subsequently approved by GB	Confirmed	Yes (Sandra Campbell)