Name of Policy: Room Booking Policy

RESPONSIBLE COMMITTEE: Domestic & Establishment Committee
RESPONSIBLE OFFICER: Principal Bursar
LINKED DOCUMENTS: College: Freedom of Speech Policy; Equality Policy; Safeguarding Policy, Student Events with Alcohol Policy; Prevent Policy.
LINKED DOCUMENTS: N/A

Annual Review date: First meeting of Hilary Term

PURPOSE OF POLICY

1. To advise students and 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 students and staff of College spaces and information about which College rooms may be booked and which type of permission required. As 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 will maintain a system (Annexe B) for assessing and rating the risks associated with events 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/collections/protecting-charities-from-harm-compliance-toolkit#chapter-5)

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. 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 (No2) and Equality Act.

11. All Student events involving external speakers must be approved in advance by the Junior Deans and 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.

14. Any booking is subject to the following:

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

    (ii) The college member booking the room must attend the function and be present throughout the entire event.

    (iii) Bookings for events can be made as follows:

    Type of Event:

    A. Academic teaching or study;
    B. Academic research and events that support the academic purpose of the college;
    C. Staff training
    D. Social event for St John's College members only
    E. Bops
    F. Social events ran by St John's College members, where the majority of guests are non-St John's college members

    Events A, B, C and D: Can be booked up to a term in advance
    Events E and F: Can be booked up to 4 weeks in advance

(iv) To be efficient with the available rooms - Rooms can be booked with the default layout as detailed in the table in Annexe A. If you require a different setup then you are able to rearrange the furniture as you need it. You MUST put the furniture back to the default layout at the end of your event, so that it is ready for the next user. Where there is no other suitable room available, rooms can be requested to have special layout changes. Requests for layout changes should be submitted to the Events office.

NOTES

15. In addition to serving as a point of contact with the College and attending the event (see 14 (ii) above), the event organiser assumes full personal responsibility for:

    (i) ensuring that College facilities used are left in suitable condition, with lights and equipment turned off after use, AV equipment locked away;

    (ii) ensuring that food and drink is not taken into rooms unless this is permitted;

    (iii) all attendees adhere to College Rules and Regulations

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

17. Room keys/fobs are collected from the College Lodge.

18. Non-compliance with these procedures may result in individual(s), as well as a club or society on whose behalf a booking has been made, forfeiting the right to make further bookings.

Annexe A

Space	Type of space	Default setup	For College run activities - Permission required from	For Student run activities - Permission required from	Book via
Dolphin Lecture Room	Lecture & Meeting	Boardroom	N/A	N/A	Intranet Room Booking
New Seminar Room	Lecture & Meeting	Boardroom	N/A	N/A	Intranet Room Booking
North Lecture Room	Lecture & Meeting	Classroom	N/A	N/A	Intranet Room Booking
14 St Giles Seminar Room H	Lecture & Meeting	Boardroom	N/A	N/A	Intranet Room Booking
15 St Giles Seminar Room C	Lecture & Meeting	Boardroom	N/A	N/A	Intranet Room Booking
45 St Giles Seminar Room	Lecture & Meeting	Theatre	N/A	N/A	Intranet Room Booking
21 St Giles Seminar Room	Lecture & Meeting	Boardroom	N/A	N/A	Intranet Room Booking
46 St Giles Seminar Room	Lecture & Meeting	Hollow Square	N/A	N/A	Intranet Room Booking
Rural Economy Room 1	Lecture & Meeting	Boardroom	N/A	N/A	Intranet Room Booking
Rural Economy Room 2	Lecture & Meeting	Boardroom	N/A	N/A	Intranet Room Booking
G04 Kendrew	Lecture & Meeting	Boardroom	N/A	N/A	Intranet Room Booking
G05 Kendrew	Lecture & Meeting	Boardroom	N/A	N/A	Intranet Room Booking
103 Kendrew	Lecture & Meeting	Boardroom	N/A	N/A	Intranet Room Booking
104 Kendrew	Lecture & Meeting	Boardroom	N/A	N/A	Intranet Room Booking
Prestwich Room	Lecture & Meeting	Classroom	N/A	N/A	Intranet Room Booking
203 Kendrew	Lecture & Meeting	Boardroom	N/A	N/A	Intranet Room Booking
Kendrew Café	Events room	Room only	N/A	N/A	Events Office

B24 Kendrew	Events room	Room only	N/A	N/A	Intranet Room Booking
Larkin Room	Lecture & Meeting	Classroom	N/A	N/A	Intranet Room Booking
Graves Room	Events room	Room only	N/A	N/A	Intranet Room Booking
JCR Games Room	Events room	Room only	JCR President	JCR President	JCR President
DVD Room	Events room	Room only	N/A	MCR/JCR President	MCR/JCR President
Garden Quad Auditorium	Lecture & Meeting, Music	Theatre	N/A	N/A - unless for music event, in which case: Music and Visual Arts Officer	Events Office
Garden Quad Reception Room	Events room	Room only	N/A	N/A	Events Office
Kawaii Music Room	Music Practice Room	Room only	N/A	Music and Visual Arts Officer	Intranet Room Booking
Rural Economy Music Room	Music Practice Room	Room only	N/A	N/A	Intranet Room Booking
Mark Bedingham Room	Lecture & Meeting	Boardroom	N/A	N/A	Intranet Room Booking

Annexe B

Process for assessing the risks associated with the organization of events which are not part of the College's normal academic or administrative business and which involve external speakers.

The review of every event, which is not part of the College's normal academic or administrative business and is to be attended by an external speaker, must involve consideration of the full legal context that applies to such activity. See link below -

http://www.universitiesuk.ac.uk/policy-and-analysis/reports/Pages/external-speakers-in-higher-education-institutions.aspx.

The risk associated with most events 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 duties and whether mitigating actions will satisfactorily address the risk of this happening.

The following questions should be considered by the event organiser in determining whether the proposed external speaker should be invited to attend the event:

(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 an Oxford College/ University 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 (e.g. leaflets, DVDs, CDs, memory sticks)?

Once the above checklist has been worked through, the event organizer may consider that the event should:

(i) Proceed as planned;
(ii) Proceed with conditions;
(iii) Refer to the College Senior Dean or *Prevent* Coordinator 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 or seek additional information 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

POLICY 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	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)
October 2021	Room booking policies for Staff and Students merged. Room booking procedure added.	Confirmed	Yes (Neil Tindall)
Jan 2022	Requirement for Fellows permission to rooms removed	Confirmed	Yes (Neil Tindall)