

## University of Cambridge

### Guidance for booking meetings and events

Please note that this guidance should be read in the context of the University's Statement on Freedom of Speech and the Code of Practice on Meetings and Public Gatherings on University Premises which can be found on-line at:

[http://www.cam.ac.uk/system/files/code\\_of\\_practice\\_on\\_meetings\\_and\\_public\\_gatherings\\_on\\_university\\_premises.pdf](http://www.cam.ac.uk/system/files/code_of_practice_on_meetings_and_public_gatherings_on_university_premises.pdf)

Meetings which are routine University business, including those related to curricular matters will not, in most cases, be subject to the process and should be treated as business as usual.

#### **Guidance for event organisers:**

Requests to hold a speaker or other event on University premises should be made on the [event booking form](#). For a request to hold an event in accommodation in a single Faculty or Department, the form should be submitted to the Faculty or Department in question. If the request is to hold an event in centrally managed accommodation, then the form should be submitted to:

During term - [student.registry@admin.cam.ac.uk](mailto:student.registry@admin.cam.ac.uk)

Out of term – [Eimear.Cross@admin.cam.ac.uk](mailto:Eimear.Cross@admin.cam.ac.uk)

Event organisers should ensure that the information on the form is complete and accurate and be ready to answer questions as necessary.

It is important to submit the application as far in advance of the event as possible, in order to allow time for it to be properly considered. There should be no publicity for an event unless and until the booking is approved.

Once a booking is approved, you must abide by the conditions set out on the booking form together with any additional conditions imposed by the authorising authority (central of in a Faculty or Department) or the Referral Group<sup>1</sup>. You must also comply with the relevant Proctorial Notices and, in particular, those relating to meetings and public gatherings; public performances; discipline; and clubs and societies. (See: <http://www.proctors.cam.ac.uk/notices#section-1>.)

#### **Guidance for those responsible for receiving and processing room booking applications:**

As set out in the Statement on Freedom of Speech, the University anticipates that, in the vast majority of cases, requests to hold an event will be straightforwardly considered as part of normal business. In these cases, you should simply indicate as such on the booking form and retain the form for your records.

If you have a concern about an event or an external speaker, you should complete the attached impact assessment form and rate the impact as green/amber/red using

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<sup>1</sup> The Referral Group has the following membership: The Pro-Vice-Chancellor (International and Institutional Relations) as the University's *Prevent* lead; the Head of the Registry's Office (as the *Prevent* contact); the Senior Proctor; the Academic Secretary; a student representative; a member of the Legal Services Office.

the simple scoring system. NOTE: A FORMAL RISK ASSESSMENT WILL BE NECESSARY ONLY IN A TINY MINORITY OF CASES.

If, after carrying out the assessment, the rating is green (low or no risk), you should go ahead with the booking using normal policies and procedures.

If the assessment is amber (medium risk), you should consider making contact with the University's Referral Group at [preventconfidential@admin.cam.ac.uk](mailto:preventconfidential@admin.cam.ac.uk) for further advice, including suggestions about ways in which the event could be managed in order to reduce risks. If, thereafter, it is decided that the request should be approved (with or without conditions) you should go ahead with the booking using normal policies and procedures. If not, the application should be forwarded to the Referral Group at [preventconfidential@admin.cam.ac.uk](mailto:preventconfidential@admin.cam.ac.uk) on the same basis as set out in paragraph X below.

If the assessment is red (high risk), you **must** make contact with the University's Referral Group at [preventconfidential@admin.cam.ac.uk](mailto:preventconfidential@admin.cam.ac.uk) and submit your completed impact assessment form. **You must make this referral at least seven days in advance of the proposed event.**

The Referral Group will consider the request on the basis set out below. If the Referral Group approves the request (with or without conditions) you should go ahead with the booking using normal policies and procedures. If not, the Referral Group will advise the event organiser directly, copied to you.

You should retain booking applications and the associated decisions.

### **Guidance for the Referral Group**

The Referral Group should, in consultation as necessary, determine whether the event can go ahead as originally planned, or in alternative premises, at a later date or in a different format. The event organiser is then responsible for ensuring that any conditions are met and for liaising with the Senior Proctor in this regard. Only in exceptional circumstances and when the Referral Group considers that the risks cannot be mitigated or the event organiser refuses to meet the conditions will permission be withheld.

### **Appeals**

An organiser who is unhappy with the Referral Group's decision has the right of appeal to the Vice-Chancellor or to his or her appointed Deputy for these purposes.

[Event booking form](#) completed and submitted either to the Faculty/Department or to central room bookings depending on where the proposed event is to be held.

