

## CODE OF PRACTICE FOR EVENTS ON COLLEGE PREMISES

Under section 43 of the Education (No. 2) Act 1986, the College has a duty to issue and keep up to date this Code of Practice which sets out the procedure for members, students and employees to follow when organising or booking events on College premises.

This Code of Practice applies to both junior and senior members of the College, as well as employees and people external to the College wishing to hold events on the premises of the College. It covers all events and meetings taking place in the College, both indoor and outdoor.

No event may be publicised before approval has been given by the College.

All event, meeting or room booking requests must be submitted no less than 7 days before the event through the Corpus Event Booking System available online at LINK. Events that require catering provision must be submitted no less than 14 days before the event. The College reserves the right to approve events requested less than 14 days in advance under special circumstances.

The information collected through the online form is included in Annex A of this Code and can be changed from time to time by the College's Executive Body without amending the Code of Practice itself. Annex B details the conditions of submitting a booking request that need to be adhered to.

The event organiser must inform the College if any of the information supplied changes. The College reserves the right to seek additional information from the event organiser at any point in the approval process and to rescind approval of an event at any time.

This Code of Practice does not cover ecclesiastical events taking place in the College Chapel, which are the responsibility of the Dean of Chapel and/or the Chaplain.

For events that do not fall under this Code of Practice as defined in the College Rules, approval must be sought using the Corpus Informal Gathering Register.

### APPROVAL FOR EVENTS ON COLLEGE PREMISES

All event booking requests are first considered by the Conference and Accommodation Office to ensure room or venue availability and (if catering is required) the feasibility of kitchen and pantry support for the event. If the Office approves the booking, College Officers will be notified via automatic email from the online booking system if their approval is needed. Depending on the information supplied, each event will need to be approved by the appropriate College Officers. College Officers are required to give a reason for their approval or rejection.

All decisions are taken finally by the Dean of College, who will take into account the opinion of other College Officers as set out in the paragraphs below.

All events planned during the examination period also need approval from the Senior Tutor.

All student events involving the sale, service or consumption of alcohol need approval from the Dean of College.

All events held at Leckhampton also need approval from the Warden of Leckhampton.

All events that will be filmed, broadcast or recorded also need approval from the Bursar and/or Head of Communications.

All student events that have a Fellow in attendance also need to be approved by that Fellow.

All lectures, talks, workshops and seminars also need to be approved by the Senior Tutor.

Final approval of all events rests with the Dean of College. The person requesting the booking will be notified via the automated system of the Dean's decision and the reasons for it.

#### MEETINGS INVOLVING EXTERNAL SPEAKERS

When a College room or venue is booked for an event that will be addressed by an external speaker, this **MUST BE DECLARED IN THE EVENT BOOKING FORM**. Such a meeting requires specific approval.

No event with an external speaker may be publicised as taking place until such approval has been granted and notified.

An 'external speaker' is anybody giving a lecture or talk or participating in a workshop or seminar who is not a current member (senior or junior) of the College, the University, or another Cambridge College.

The requirement for permission applies to any meeting, whether booked by junior members, fellows, staff or external organisations.

The Senior Tutor or the Dean of College may approve external speaker meetings themselves or refer an application to the Committee on External Speakers.

Permission for an external speaker meeting may be granted subject to conditions (e.g., that a porter be present as a security measure).

#### PRINCIPLES TO BE APPLIED

Corpus Christi College exists under its governing statutes as a place of education, research, learning and religion. The College encourages free debate and freedom of expression, including tolerance of different opinions, subject to any limits imposed by law.

The College recalls its specific obligation under the Education (No 2) Act 1986 (section 43) to secure freedom of speech for its members within the law, including use of College premises

irrespective of a member's beliefs, views or objectives, so far as reasonably practical. This Code of Practice is issued under section 43(4) of the Education (No 2) Act 1986.

The College recalls also its statement of policy on freedom of speech.

The College also notes its legal obligation to protect its members and other people from "radicalisation", which in this context means being drawn in by others to support terrorism, or to commit acts of terrorism.

The College also notes other legal restrictions. These include section 14 of the Public Order Act 1986 (which empowers the police to place conditions on public assemblies that threaten to create 'serious public disorder, serious damage to property or serious disruption to the life of the community'). A speaker who incites an audience to violence or to breach of the peace commits a criminal offence. It is also a criminal offence to incite racial hatred (Part III, Public Order Act 1986) or incite hatred on grounds of religion or sexual orientation (Part IIIA, Public Order Act 1986).

By way of guidance, activities likely to be considered inappropriate include:

- Speakers giving talks which promote violence towards members of the College or the general public, or which may advance their radicalisation, or which incite hatred;
- Speakers whose presence or activity carries a reasonable likelihood of risk to the health or safety of College members or the general public;
- Activities where the College has been advised by the police that they represent a high risk at the specified time or location proposed.

#### THE COMMITTEE ON EXTERNAL SPEAKERS

The Committee on External Speakers shall consist of the Senior Tutor (chair), the Bursar and three Fellows – one of whom would normally be a Fellow in Law – as appointed by the Executive Body for a three-year term.

The Committee shall decide whether to grant approval for an external speaker meeting when an application is referred to it, in accordance with the principles set out above.

If an event involving an external speaker has been rejected by the Dean of College and/or the Senior Tutor, the person requesting the event can appeal to the Committee.

If the Committee refuses permission for an external speaker, the applicant may appeal to the Master against the refusal. The Master shall review the application in accordance with the principles set out above and decide afresh whether or not to grant permission. The Master's decision shall be final.

## CHANGES TO BOOKINGS

The organisers of an event on College premises must comply with any conditions set by the College or its officers in relation to the event and must make any changes the College requests. This may include the issuing of personalised tickets, increasing the number of student stewards, hiring the services of porters (at a rate of £30 per hour for each porter in attendance payable to the College), consulting the police about arrangements that may result in a breach of the peace, or changes to date, time or place of the event. Any costs associated with these conditions must be met by the event organisers.

## Annex A: Information collected for all event bookings

- Details of the person making the booking: title, first and last name, email address, category (student/Fellow/staff/external), phone number
- Details of the person hosting the event: title, first and last name, email address, category (student/Fellow/staff/external), phone number
- Event source (College society/group, University society/group, external/commercial booking, other)
- Name of society or organisation
- Event type (meeting, seated dining, drinks reception, lecture/talk/workshop/seminar, garden party, rehearsal, other)
- Event type description
- If lecture/talk/workshop/seminar, speaker name(s), title and topic of lecture/talk
- Event name
- Preferred event room/space (Dining Hall, Fellows' Garden, Harley Mason Room, Kho Roof Terrace, Law Room, Leckhampton Bar, Leckhampton Dining Hall, Leckhampton Music Room, McCrum Lecture Theatre, Meeting Room I4, NCR, New Court, OCR, Old Court, Parker Room, Pelican Bar, Warden's Meeting Room)
- Email address of Fellow in attendance (if required)
- Date of event
- Start time of event
- End time of event
- Will the event be broadcast or recorded (yes/no)
- Will attendees be charged to attend (yes/no)
- Will alcohol be served (yes/no)
- Catering requirements
- Minimum number of people attending
- Maximum number of people attending
- For student events, details of student stewards depending on the number of attendees, with one steward required for events with less than 30 attendees, two for events with less than 70 attendees, three for events with less than 100 attendees and four for events with more than 100 attendees
- Comments

## Annex B: Booking form conditions

1. All booking requests must comply with the College Events Code of Practice (available on the College website), and any applicable laws and/or College Rules.
2. All room bookings for events are provisional until this form has been completed and duly authorised. Event organisers can expect a response within seven days during full term but this may take longer. The College reserves the right to seek additional information before confirming a booking.
3. The event organiser (i.e. the named person making the booking) agrees as a condition of submitting the room booking request to notify the College if any of the details submitted change.
4. All student events require stewards in accordance with the College Rules. Events with fewer than 30 attendees require one steward; events with fewer than 70 attendees require 2 stewards; events with fewer than 100 attendees require 3 stewards; events with more than 100 attendees require 4 stewards. The event organiser is normally expected to be a steward. Where appropriate, please give the names and contact details of those persons who have agreed to act as stewards at the event.
5. The College reserves the right to review its decision on allowing an event to proceed if any of the information provided changes.
6. The booking must be made at least 7 days in advance of the event itself, except where catering is required, where the booking must be made at least 14 days in advance.
7. Application may be made for a linked series of events (for example, a seminar series or a set of rehearsals/performances); in which case this information should be clearly set out on the event booking form; in complex cases it may be advisable to contact the Dean of College in advance, but only after determining from Conferencing and Catering that rooms are available for the proposed linked series of events.
8. The deliberate provision of false or incomplete information by the event organiser may be addressed under the disciplinary procedures of the College, if appropriate, or otherwise invalidate the booking.
9. An event must not be publicised before approval has been granted.

By submitting this form, you agree to all of the above conditions.