

Policy and Procedure for College Events and Meetings

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1 Introduction

This policy sets out procedures for College meetings and events. This policy applies to all members of College.

This policy supports College compliance with section 26 of the Counter-Terrorism and Security Act 2015 (Prevent duty) and with the Higher Education (Freedom of Speech) Act 2023. It forms part of the College's Free Speech Code of Practice, and contains the College's written procedures for College meetings and events, including College events at which there are external speakers. Further details on these procedures are at paragraph 3.2.

Responsibility for approving room booking requests (for spaces in which events will be held) is primarily divided between the Catering Department and the Office of the Lay Dean. However, there are distinct room booking approval processes for some College spaces. Details are at paragraph 2 of this policy.

Responsibility (including with regard to application of the Prevent duty) for approving College events, is divided between:

- The Lay Dean, who will assume responsibility for the approval of student-led College events (the procedure and rules applicable to which is set out in further detail below);
- The Vice Provost, who will assume responsibility for the approval of Fellow-led College events, including those associated with the Fellow's wider University responsibilities; and
- The Domus Bursar, who will assume responsibility for the approval of staff-led College events.

Nothing in this policy affects the capacity of Council to allow a special (College or commercial) event to take place.

1.1 Definitions

In this policy:

- **'member of College'** includes King's College students ('junior members of College'), Fellows ('senior members of College') and staff.
- **'College event'** means any event held on the College's premises (or held online using the College's IT systems and/or in the College's name) organised by a member of College for College and/or University purposes, at which there may or may not be an external speaker and/or significant numbers of attendees from outside the Collegiate University;
- **'commercial event'** means any event held on the College's premises (or held online using the College's IT systems and/or in the College's name), at which there may or may not be an external speaker and/or significant numbers of attendees from outside the Collegiate University, that is organised by an individual who is not a member of College, or organised by a member of College for personal and/or non-College (or non-University) purposes;
- **'external speaker'** includes any person not a member of, or directly affiliated to, the University and/or College, regardless of whether they are associated with, or members of, another academic institution, and irrespective of whether they are being invited to talk as part of an academic event.

2 Booking spaces in College

A list of College spaces that are available to book, arrangements for their administration and booking, and guidance relating to their availability and use is set out in the table below.

The on-line Room Management System (CASC) can be accessed by the [College Intranet](#).

Arrangements for food and drink are dealt with separately. Food and drink consumed in the Colleges' bookable spaces must always be provided by the Catering Department, who must be consulted with before making a booking. Arrangements should be made by contacting entertain@kings.cam.ac.uk.

Administrator	Booking Method	Availability and Guidance
Bookable Spaces		
Hall		
Inside Full Term		Can normally only be booked for College events in Full Term. Use for commercial events during Full Term requires prior consent of Council.
Catering Department	Email entertain@kings.cam.ac.uk	
Outside Full Term		Available for College and commercial events outside of full term, but bookings for routine College events (e.g. Alumni weekend, Open Days, Admissions week) take priority over commercial booking requests. Bookings for routine College events should be made far in advance where dates are predictable. Using the Hall for commercial events during Admissions interview week in December is recognized as potentially problematic. It is expected that the Hall and will remain available for the use of the College at lunch during Admissions interview week in December to allow admission candidates use of the Hall.
Catering Department	Email entertain@kings.cam.ac.uk	
Keynes Hall		
Inside Full Term		Available for College and commercial events. Commercial bookings during Full term are subject to approval from the Lay Dean. May be used for College events outside Full Term with approval from Catering. Bookings for routine College events (e.g. Alumni weekend, Open Days, Admissions week) take priority over commercial booking requests. Routine bookings for College events should be made far in advance where dates are predictable.
Office of the Lay Dean	CASC	
Outside Full Term		Keynes Hall should not normally be available for commercial events from Sunday evening to Friday morning of Admissions week.
Catering Department	Email entertain@kings.cam.ac.uk	
Chetwynd Room		
Inside Full Term		

Office of the Lay Dean	CASC	Normally available for both College and commercial events.*
Outside Full Term		Bookings for routine College events (e.g. Alumni weekend, Open Days, Admissions week) take priority over commercial booking requests. Bookings for routine College events should be made far in advance where dates are predictable. <i>*Except from Sunday evening to Friday morning of Admissions week, when it should not normally be booked for external events.</i>
Catering Department	Email entertain@kings.cam.ac.uk	
Saltmarsh Rooms		
Catering Department	Email entertain@kings.cam.ac.uk	Available for College and commercial events.
Beves Room		
Catering Department	Email entertain@kings.cam.ac.uk	Available for College and commercial events.
Wine Room		
Vice-Provost, through the Catering Department	Email entertain@kings.cam.ac.uk	Normally available only for College events. Vote 99 of Council on 4 March 2014 records: <i>'Council reaffirmed its current practice: that the Wine room should be used only for College events, such as Graduate research seminars, except in special circumstances approved by Council.'</i> Vice Provost has sole responsibility for approving bookings of the Wine Room and will give permission for events when a Fellow is present in accordance with the above Council vote. Only available for commercial, University, student or staff activities with explicit permission of Council in advance.
Keynes Seminar Rooms (KSR1 and 2)		
Inside Full Term		Normally available only for College events inside Full Term. Available for College and commercial events outside Full Term.
Office of the Lay Dean	CASC	
Outside Full Term		
Catering Department	CASC	
Munby Room		
Office of the Lay Dean	CASC	Available only for College events inside Full Term. Available for College events, and for use by summer school clients as a teaching space, outside Full Term.
Audit Room		

Vice-Provost	CASC	<p>Available for College events inside Full Term. Normally available for commercial events outside Full Term.</p> <p>Meeting refreshments of a light nature can be provided by Catering. However, no substantial food, such as a buffet or a sit-down meal, should be catered for.</p>
Supervision Rooms (A1, A2, F7A, F7B)		
Office of the Lay Dean	CASC	Available only for College events (regardless of whether inside or outside Full Term).
Fellows' Garden		
<p>Domus Bursar, via the Fellowship Administrator</p> <p>Prior to contacting Domus Bursar, permission for the event must be obtained from the Head Gardener (all) and the Lay Dean (students only).</p>	Email fellowship.administrator@kings.cam.ac.uk	<p>The Fellows' Garden may be used for College events. Events held in the garden should not be for more than 100 people and should not continue later than 7pm.</p> <p>The Garden may also be used for public-facing events (such as the Cambridge Shakespeare Festival) with the permission of Council.</p> <p>Permission will not normally be given for more than two events on any day.</p> <p>Events must not disturb others in the Garden or our neighbours. Games (apart from Croquet), barbecues and any other activity liable to damage the grass are not permitted.</p> <p>Organisers should consider what to do if poor weather prevents their party taking place in the Garden.</p> <p>Anyone planning to organise an event in the Garden should consult with the Head Gardener both well in advance and on the day of the event. The Head Gardener may specify that the event must be restricted to certain parts of the Garden. There may be occasions, for example after heavy rainfall, when the Garden may not be used. The Head Gardener's decision on this is final.</p> <p>Tables are provided in the Summer House and should be cleaned and returned there after use. There are toilets in the Garden near to the garages. These must be left in a clean state. Furniture and other facilities at Garden Hostel and New Garden Hostel must not be used.</p>
Provost's Drawing Room		

Provost	CASC	Available only for College events (regardless of whether inside or outside Full Term). Permission is at the absolute discretion of the Provost.
Guidance on use of non-bookable spaces		
Bar Area		
N/A	N/A	In general, those attending commercial dinners in Hall should be able to make use of the College Bar before and/or after dinner. However: <ul style="list-style-type: none"> the College Bar should not be used for commercial events from Sunday evening until Friday morning of Admissions week. Catering may in advance discuss use of the bar during the evenings in Admissions week with the Admissions Tutor. the College Bar is utilized as a reception space during Open Days, and there should be separation of this and any commercial daytime functions; and when large dinners are being held in the Hall in the week preceding Full Term consideration should be given to the use of Chetwynd Room and/or Keynes Hall to avoiding use of the Bar area prior to dinner.
Coffee Shop		
N/A	N/A	Part of the Coffee Shop is used by Catering during the summer (July – September) primarily for conference registration. Some prospective students stay in College overnight on the evenings preceding Open Days and they should feel welcome to use the Coffee Shop if it is open.
Senior Combination Room (SCR)		
Vice-Provost	Catering for meetings of Governing Body and exceptional events arranged by emailing entertain@kings.cam.ac.uk.	The SCR is for the use of Fellows and their guests and occasional visiting NRMs. It is used by Governing Body for Congregations, subject to room capacity considerations. In exceptional circumstances the room can be used for events such as those for alumni organized by the Development Office, providing that permission has been given by the Vice Provost. Such occasions are likely to be only at weekends or times when the SCR is not used extensively by Fellows.

3 Oversight of College Events

Responsibility for approving College events is divided between:

- The Lay Dean, who will assume responsibility for the approval of student-led College events;
- The Vice Provost, who will assume responsibility for the approval of Fellow-led College events, including those associated with the Fellow's wider University responsibilities; and
- The Domus Bursar, who will assume responsibility for the approval of staff-led College events.

Members of College organising any type of event or meeting where an external speaker will be present must have regard to paragraph 3.2 of this policy.

Where a member of College books College dining facilities for personal and/or non-College purposes an enquiry should be made to the Catering Department (Conferencing and Events team) in the first instance. Such events are treated as 'commercial events' in accordance with the College's Commercial Events Policy.

3.1 College Event Approvals and Cancellations

Subject to an appropriate space in College being available and booked by the event organiser (in accordance with paragraph 2), the following types of College events are deemed approved:

- Fellow-led College events, at which there is neither an external speaker nor a significant number of attendees from outside the Collegiate University; and
- Staff-led College events, at which there is neither an external speaker nor a significant number of attendees from outside the Collegiate University.
- Concerts held in the College chapel, subject to oversight by the Concerts Committee.

For all other events, when a booking request is received, the appropriate College Officer will use this information to assess the request and the likelihood of a range of risks. This assessment will include risks specifically relating to the protection of freedom of speech and the College's responsibility in preventing crime (including the promotion of illegal discrimination or terrorism) and protecting the health and safety of participants and onlookers.

They will either:

- accept the request;
- request further information;
- ask the organiser to implement one or more mitigation measures; or
- in exceptional circumstances, such as when there are risks that cannot be mitigated, they may refuse a request.

In the event that additional risks are identified after a College event is approved (for example, where additional information is received or the circumstances surrounding an approved event change) and the College subsequently concludes that the event poses risks that cannot be mitigated, the College reserves the right to cancel the event.

For avoidance of doubt, the College's Code of Practice on Freedom of speech is the only mechanism by which the College can cancel or impose conditions on College events where this action is deemed necessary as a result of the event's subject matter and/or speaker(s). However, the College reserves the right to cancel or impose conditions on College events for

other reasons, for example where the College reasonably believes that the event would pose a risk to the health and safety of participants and onlookers.

College Officers may refer a proposed event to Council where, in their opinion, the event requires wider consultation and special arrangements to secure, for example, safety and free speech.

The organiser(s) of any meeting or event which is refused permission or cancelled by a College Officer may appeal to the College Council, whose decision shall be final.

Student events are managed in accordance with paragraph 3.3, below.

3.2 External Speakers

This section outlines procedures for the management of external speakers at College events. These procedures assist the College in demonstrating its compliance with the legal duties set out in the Counter-Terrorism and Security Act 2015 and the Prevent duty guidance issued by government.

Members of College (the 'organiser') should submit a room booking request using via the correct method for the relevant room (see paragraph 2). However, where the event involves an external speaker the organiser must also complete the online [External Speaker Form](#).

The organiser must supply the information necessary to conduct an appropriate preliminary risk assessment. The organiser is responsible for the accuracy of the information provided. Providing inaccurate or misleading information will be considered a disciplinary matter. Failure to properly complete the form will result in the booking being automatically denied.

When a booking request and the associated External Speaker Form is received, the appropriate College Officer will follow the procedure set out at paragraph 3.1 of this policy.

External speakers shall not be invited until a room booking request is accepted by the Lay Dean/Vice Provost (either without mitigations, or with mitigations that the organiser has agreed to implement). No external speaker addresses any form of meeting in the College Chapel without the express approval of the Dean of Chapel.

3.3 Student-run events

This section sets out policy and procedure for events organised by King's students. However, students are expected to comply with this policy in its entirety and should have particular regard to section 2 (*Booking spaces in College*), and section 3.2 (*External Speakers*) before submitting a room booking request.

Requests for booking rooms for student-run events must be submitted to the office of the Lay Dean for approval via CASC and may only be submitted by a King's student (the "organiser"). Requests must contain all relevant information requested by CASC. Additional information must be provided to the Office of the Lay Dean on request.

In general, booking requests from students must be received at least **seven working days** prior to the event.

Separate rules and conventions apply to events such as formal halls, Bunker nights, the Mingle, King's Affair, and other events that do not use the CASC room booking system. These rules and conventions should be followed. In particular:

- 1) Formal Hall dates and times are agreed by the Tutorial Office, Catering Department, and the KCSU / KCGS officers.
- 2) The Bunker Operating rules, agreed by the Bunker Operating Committee, should be adhered to.
- 3) King's Affairs will be considered separately by Council, in accordance with section 3.3. of this policy.

As at the date of this policy, King's does not charge for rooms used for student-run events. Attendance of student-run events is generally free for all members of King's. Council, the First Bursar, or other authorised College Officer can authorise events which charge for admission.

If the organiser considers that an event may attract more participants than the capacity of the room, or if required by the Lay Dean or a College Officer, a system of controlling access (e.g. a ticketing system) must be put place. The organiser is responsible for setting up and operating the ticketing system (including conducting checks to ensure attendees have valid tickets) and for organising access the event in line with instructions by the Porters. This may involve meetings with the Head Porter and/or Domus Bursar, and requires ongoing cooperation with them. Before such a system is in place, no advertising may take place.

No event may be advertised in any form prior to the event and room booking being approved by the Lay Dean. However, once approved, advertisement of events run by King's students can be done via:

Notices published in College at allowed places;

Email lists which are exclusively for members of the College or, in case of approved University Society events, exclusively for members of the University;

Websites run by King's Societies or, in case of approved University Society events, run by the respective University Society (or equivalent);

On **social media** platforms as follows:

- a) for events by King's Societies (and equivalent gatherings), on the KCSU and/or KCGS social media accounts;
- b) for events approved for University Societies, on the respective social media accounts run by or affiliated to the University Society in charge.

3.3.1 University Society Events

King's students may submit room booking requests on behalf of University societies and equivalent bodies. In these circumstances the student requesting the room must ensure that at least **two weeks prior to the event** they:

- Submit a room booking request in the usual manner; and
- Submit a University Society Room Booking Request Form to the Office of the Lay Dean.

The Lay Dean will consider these requests and make a final decision as to whether to approve the room booking and grant permission for the event to take place at King's (in consultation with College Officers if necessary).

Student-run events at King's should be to the benefit of a large proportion of King's students. Subject to the capacity limits of the room booked events run by University Societies must be

open to King's members, unless KCSU and/or KCGS and the Lay Dean approve a request to limit the event to members of the Society or in any other way.

3.4 The June Event

Council has agreed in principle that a student-run event (known as the 'June Event', or 'King's Affair') can be held each year following the end of Full Easter Term. Council's approval for each event remains subject to Council receiving and approving:

- outline proposals during Michaelmas Term; and
 - full proposals during Lent Term
- from the committee responsible for organising the event.

Proposals presented to Council are expected to detail matters including, but not limited to:

- a) plans to ensure the event is organised in accordance with applicable guidelines and regulations;
- b) the budget for the event (which must have been approved by both the Senior Treasurer and the Lay Dean);
- c) the spaces which will be used for the event;
 - i. The Hall, College Bar, Keynes Hall, Chetwynd Room, Cellar, Chetwynd Court, Coffee Shop, Munby Room and Front Lawn may be used for the event. Council's express permission must be sought before any other space (including the Antechapel, use of which must also be approved by the Dean) can be used.
- d) consultations that have been held with the Lay Dean, Domus Bursar, Head of Catering, Head Porter, Head of Housekeeping, Clerk of Works, Head Gardener and Health and Safety Officer and assurances that they have approved the detailed proposals for the event (it is anticipated that at least two meetings will be held between this group and the committee organising the event, one in Michaelmas term and a second in Lent term);
- e) a breakdown of the event capacity, including the number of guests to whom tickets will be sold, and the number of staff.

Once proposals for the event have been approved by Council they can only be changed with the express agreement of the Lay Dean and the Domus Bursar.

The supply and distribution or sale of alcohol at the event shall be under the authority of the Head of Catering and Designated Premises Supervisor.

A report concerning the event should be submitted to Council early in the Michaelmas Term after it has taken place.

3.5 The Quiet Period

A quiet period operates from the beginning of Easter full term to the end of the exam period. Each year, the Lay Dean will identify a 'core' exam period during which time a more restrictive approach will be taken to all event and room booking approvals. The Quiet Period Policy is appended to this Policy (Appendix 1).

3.6 Events held by members of College on external premises

This section applies to events organised by members of the College outside the premises of the College.

Whilst members of College do not need permission to advertise their own professional or academic connection to College, any member of College who organises an event (directly, or arranges for an event to be organised on their behalf) on external premises must not advertise a connection between that event and the College without first obtaining permission from either the Lay Dean (Students) or Vice Provost (Fellows). They may request additional information and/or ask that the organiser completes an External Speaker Form.

4 Responsibilities of event organizers

At College events, the requestor of the room (the 'event organiser') has overall responsibility for the booking. Only they or another King's member nominated by them can collect the keys from the Porters and they must be present at the event. Where a nominated member collects keys, the porters must be notified of this in writing in advance. Where a ticketing system has been put in place the event organiser is responsible for ensuring tickets are checked and any restrictions on numbers are adhered to.

Unless agreed otherwise with the appropriate College Officer, the event organiser has overall responsibility for the event. The event organiser is responsible for ensuring that the event is conducted in accordance with applicable laws, and with University and College rules, including on freedom of speech. The event organiser is also fully responsible for any damage caused in relation to the event, including by event participants or any other third party. If a booking is made on behalf of a King's society, that society is jointly liable for any damages referred to above.

Where a member of College books a space (or spaces) in College for an event, they are responsible for ensuring that all areas in which the event takes place are cleaned and put in their original condition once the event is finished. This same standard applies to both inside and outside areas. Unless otherwise agreed with the Lay Dean (where an event has been organised by a student), the Head of Housekeeping or another authorised College Officer, this must happen immediately after the event. A failure to do this may be addressed under the appropriate College disciplinary procedures.

5 During Events

Individuals attending College events are permitted to take photographs for non-commercial purposes provided that they do not disrupt the event, disturb guests or Members of College, or damage College premises in the process. However, filming or photography for any other purpose (including academic or commercial purposes) requires permission. Requests should be made to communications@kings.cam.uk.

The College porters will be available to monitor events if requested, subject to operational requirements.

5.1 Terminating an event

The College reserves the right to abort or terminate a College event whilst it is in progress if it leads to disorder, criminal behaviour, or a breach of University or College Statutes, Ordinances and/or any rules or Regulations made under them.

Decisions to abort or terminate College events will, where possible, be taken as follows:

- Where the event has been organised by a Fellow, the decision will be taken by the Vice Provost, or in their absence, another College Officer.
- Where the event has been organised by a student, the decision will be taken by the Lay Dean, or in their absence, by the Senior Tutor. If neither the Lay Dean nor Senior Tutor are available, the decision will be taken by another College Officer.
- Where the event has been organised by a member of staff, the decision will be taken by either the First Bursar or Domus Bursar, or in both of their absence, another College Officer.

However, where circumstances are sufficiently serious, the College Porters may take preliminary action to secure the safety of guests and other persons present at any point prior to a formal decision on termination being made. Appropriate preliminary action may include contacting the police for support.

If an event organized by a member of College has to be aborted or terminated the College shall take such disciplinary action in relation to the event organiser as is appropriate.

6 Appendix: Quiet Period Events and Room Bookings

A quiet period operates from the beginning of Easter full term to the end of the exam period. Each year, the Lay Dean will identify a 'core' exam period during which time a more restrictive approach will be taken to event and room booking approvals so as to keep the risk of disturbance to an absolute minimum. This will correspond with the weeks during which the majority of students are engaged in exams.

The Lay Dean is responsible for approving bookings of the main College spaces during the quiet period for College events. The Head of Catering (in consultation with the Lay Dean where necessary) is responsible for approving commercial bookings of the main College spaces during the quiet period.

Events held during the Quiet Period are, in all other respects, managed in accordance with the relevant events policy (either College Events, or Commercial Events).

The principle guiding the Lay Dean and/or Head of Catering's discretion will be that no events will be approved that would cause significant disturbance to those preparing for exams. This includes parties, meetings, and other noise-generating events in any College spaces. No distinction will be made in the approval of bookings based on the nature or status of the person booking the room (student, fellow, etc.)

Events that would have been approved outside of the quiet period will be assessed for approval based on the perceived likelihood, and degree, of disturbance, and the possibility of mitigating that disturbance.

Having performed this assessment the Lay Dean/Head of Catering will (a) approve the booking, (b) decline the booking, or (c) approve the booking subject to one or more conditions.

Conditions applied to an event held during the Quiet Period may include:

1. The organiser must inform all guests of the quiet period and ask them to minimise disturbance, before, during and after the event.
2. The organiser must impose limits on the numbers of attendees.
3. The organiser must implement a ticketing system to monitor attendee numbers.
4. That the event be held in a particular room, or at a particular time (e.g. before 8.30pm), if feasible given the event's constraints.
5. That the organiser consider whether further steps can be taken to reduce unnecessary noise:
 - a. Can the event be carried out without music or film?
 - b. Can the volume of any multimedia be reduced/minimised?
 - c. Can access to the event avoid guests traipsing through corridors?
 - d. Can the event be held outside?

All those given permission to organise events during the quiet are expected to take all reasonable steps to minimise disruption.

Failure to agree to any of the conditions imposed by the Lay Dean or Head of Catering will result in the booking being declined, and any failure to implement any agreed conditions may be treated as a disciplinary matter.

To increase the likelihood of an event being approved, quiet period booking requests should include as much information as possible about risks of disturbance and identify steps the event organiser intends to put in place to mitigate those risks.

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