

Exeter College, Oxford Meetings and Events (External Speakers) Policy

This policy must be read in the context of the College's Code of Practice on Freedom of Speech, which is available on the College website: www.exeter.ox.ac.uk/policies

Any event on the premises of Exeter College, where the speaker is not a member of Exeter College, or any event where there will be a debate, must have the permission of the Prevent Officer.

Permission should be sought from Prevent Officer at least two calendar weeks before the event. Such request must be made using the online form [link] which includes an explicit agreement that all speakers will abide by the policies, codes of practice and legal requirements placed upon the College. It will be the explicit responsibility of the person requesting the booking to ensure compliance by any external speaker with the policies enumerated in the next three paragraphs. Failure to undertake such an assurance will result in refusal of permission. Failure to abide by these procedures, including application at least two calendar weeks before the planned event, will result in refusal of permission.

Anyone speaking at an event booked into Exeter College premises must agree to abide by the College policies and codes of practice on Freedom of Speech, Harassment, Equality and Diversity, and must abide by all legal requirements placed upon the College by, not only but specifically, the Counter-Terrorism and Security Act 2015, the Equality Act 2010, the Human Rights Act (particularly Article 14), and various Education Acts (not least Education (No 2) Act 1986, section 43).

The College has a duty 'to ensure that freedom of speech within the law is secured' (Education (No2) Act 1986) but also to have 'due regard to the need to prevent people from being drawn into terrorism' (Counter-Terrorism and Security Act 2015).

Further, the College has a legal duty to ensure that its policies against harassment and for equality and diversity are followed.

By College Order 24/006, this policy was approved by Governing Body on 7th February 2024, with effect from 1st April 2024, and is to be reviewed by 30th June 2027 and was also approved for display on the website.

Room Booking Rules

1. Members of the College wishing to book a room must complete the Online Form available at <https://www.exeter.ox.ac.uk/forms/>.
2. Members of College must specifically alert the Prevent Officer where they consider that:
 - the meeting or event may give rise to an environment in which people will experience, or could reasonably fear, discrimination, harassment, intimidation, verbal abuse or violence, particularly (but not exclusively) on account of their age, disability, gender reassignment, marriage or civil partnership, pregnancy, maternity, race, religion or belief, sex or sexual orientation;
 - a proposed external speaker is a member of, or is likely to use the event to encourage support for, a proscribed organisation;¹
 - the meeting or event is likely to pose a risk to health and safety of those lawfully on College premises; or that it may prompt a risk to public safety.
3. As required by section 12 of the Terrorism Act 2000¹, the College will not provide a platform for speakers where it is known that:
 - the proposed speaker belongs to, or professes to belong to, a proscribed organisation; or
 - the proposed speaker will use the event to support, or to further the activities of, a proscribed organisation.

In addition to the legal obligations placed on the College, security arrangements may need to be in place (sometimes involving police); there may be a risk of demonstration; the Governing Body may wish to extend some form of hospitality to the visitor.

4. **Smoking** is not permitted in any meeting room.
5. **Food and drink** are only permitted if this has been approved at the time of booking. Please note that all food and drinks have to be purchased from the College, via the Catering Manager. **Permission for food and drink must be obtained from the Sub-Rector.**
6. **Keys** to rooms are available from the Porters' Lodge.
7. **Attendees:** meetings are limited to members of College or University clubs or societies and their accompanying guests.
8. **Charges and Deposit:** College Members are not usually charged for booking meeting rooms. However, any non-College or University club or society bookings require a deposit of £200. This may take the form of a cheque made payable to Exeter College, and will be returned to the organiser once the room has been inspected. It is the organiser's responsibility to ensure that the room is left clean and tidy, with any furniture returned to its original position.
9. **Noise** should cease at 11.00 p.m. on weekdays, or 11.30 p.m. on Fridays and Saturdays. The organiser is liable to disciplinary action in the event of any disturbance.

¹ Under the Terrorism Act 2000, the Home Secretary may proscribe an organisation if she/he believes it is concerned in terrorism. For the purposes of the Act, this means that the organisation:

- (a) commits or participates in acts of terrorism
- (b) prepares for terrorism
- (c) promotes or encourages terrorism (including the unlawful glorification of terrorism) or is otherwise concerned in terrorism.