



**EXETER COLLEGE OXFORD**



Request for Booking of College Rooms with EXTERNAL SPEAKER

**Type of Event (lecture, meeting, party, debate etc.):**

\_\_\_\_\_

**Society Name:** \_\_\_\_\_

*Rooms may only be booked by members of the relevant society.*

**Will (an) external speaker(s) be addressing attendees?** \_\_\_\_\_

**Name(s) of speaker(s) and Professional Affiliation:**

\_\_\_\_\_

\_\_\_\_\_

**All external speakers require approval from the Prevent Officer. In addition, an agreement stating that all speakers understand and will abide by the legal duties and responsibilities of the College as outlined on the attached document must be signed by the person seeking to book a room.**

**Date of Event** \_\_\_\_\_

*Required: at least one week's notice without a speaker, two weeks' notice if approval of a speaker is needed.*

**Start Time:** \_\_\_\_\_

**Finish time:** \_\_\_\_\_

**Number of People Expected:** \_\_\_\_\_

**Will the event involve food and/or drink?** \_\_\_\_\_

*Please note that neither food nor drink is permitted in any of the rooms except by the explicit agreement and at the discretion of the Sub-Rector. Permission for food and/or drink must be sought by writing to [sub-rector@exeter.ox.ac.uk](mailto:sub-rector@exeter.ox.ac.uk).*

**Room Requested (Please Tick):**

<i>Stapledon Room</i>	<input type="checkbox"/> (25 people)	<i>Quarrell Room</i>	<input type="checkbox"/> (20 people)
<i>Saskatchewan Room</i>	<input type="checkbox"/> (120 people)	<i>Morris Room</i>	<input type="checkbox"/> (10 people)
<i>Cohen Quad Room (book with Front Desk, Cohen Quad)</i> _____			

**I am a member of Exeter College or of a recognised University society. I have read and accept the rules overleaf. If I have an external speaker I have read and signed the agreement that all speakers will abide by the legal obligations and duties of the College.**

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

*Completed form should be returned to the Head Lodge Porter (Chris Probert)*

## RULES FOR USE OF ALL ROOMS

- **Speaker/VIPs: See attached. A signed agreement is required.** In addition, the College Prevent Officer must be made aware of and agree to the attendance at an event of a visiting speaker/VIP. 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.
- **Smoking** is not permitted in any meeting room.
- **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.**
- **Keys** to rooms are available from the lodge.
- **Attendees:** meetings are limited to members of college or University clubs or societies and their accompanying guests.
- **Debates:** Any debate whether involving internal or external speakers **MUST** be brought to the attention of the Sub Rector before the room booking is confirmed.
- **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.**
- **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.

**All external events** booked into Exeter College rooms, whether by Exeter students or by other members of the University, must have the permission of the College Prevent Officer if they have an external speaker, or of the Sub-Rector if they do not. **The remainder of the information on this page is only for those requesting permission for an external speaker.**

**If the event proposes to invite an external speaker**, permission should be sought from Jeri Johnson, College Prevent Officer, Exeter College, or by email at [jeri.johnson@exeter.ox.ac.uk](mailto:jeri.johnson@exeter.ox.ac.uk) . Such request must be accompanied by (1) a completed booking form, and (2) a signed 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 paragraph. Failure to undertake such an assurance will result in refusal of permission. Failure to abide by these procedures, including *application at least two full calendar weeks before the planned event*, may 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 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 allow ‘freedom of speech within the law’ but **not** to allow expressions of ‘extremism’, defined as ‘vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs[. . . including] calls for the death of members of our armed forces’. Thus, while freedom of speech is a right, such right is constrained by the legal requirements to avoid any expression that may be defined as ‘extremist’.

Further, the College has a legal duty to ensure that its policies against harassment and for equality and diversity are followed. A form completed and signed by the person seeking to book College premises for (an) external speaker(s) stating that all speakers understand and will abide by these legal duties and responsibilities is the pre-condition of permission to book rooms and for speakers to address any group therein.

Jeri Johnson  
Exeter College Prevent Officer  
September 2017

I, \_\_\_\_\_, as organiser of this event, have informed the invited speakers of the legal obligations and duties of the College as outlined above. They have agreed to abide by these, and I have no knowledge of any reason why they might not do so.

Name(s) of invited speaker: \_\_\_\_\_

Name of organiser (printed): \_\_\_\_\_

Signed \_\_\_\_\_

Date: \_\_\_\_\_