

**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](http://www.exeter.ox.ac.uk/policies)**

**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 Prevent Officer.

Permission should be sought from Jeri Johnson, 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 seven full calendar days 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. 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 precondition of permission to book rooms and for speakers to address any group therein.

The Sub-Rector  
November 2015

Updated versions approved by Governing Body 21 July 2016, and 29 November 2017

## Room Booking Rules

**Speaker/VIPs: See attached. A signed agreement is required.** In addition, the Sub-Rector must be made aware of and agree to the attendance at an event of a visiting speaker/VIP.

A full application must be made in writing on the form provided at least seven full calendar days in advance. (attached).

Members of College must specifically alert the Sub-Rector 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;<sup>1</sup>
- 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.

As required by section 12 of the Terrorism Act 2000, 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.

- **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 Porters' 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.

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<sup>1</sup> 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.

- **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.

**This statement, signed, must be returned with the application for room booking.**

I, \_\_\_\_\_, as organiser of this event, have read and agree to abide by the College's Policy on Meetings and Events (External Speakers) and I 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 speakers\_\_\_\_\_

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

Signed\_\_\_\_\_

Date\_\_\_\_\_