

2016/17 edition



# Requesting Spaces

# Contents

02	▲ Contents
03	▲ Frequently Asked Questions
04	▲ Introduction
05	▲ Starting Out
06	▲ Overview
07	▲ How to request a space
12	▲ When can requests be made?
13	▲ Guest speakers
14	▲ Event scope and advertising
15	▲ Marshaling
16	▲ Performance rights
17	▲ General preparation
18	▲ Use of space on the day
19	▲ Food and drink in College venues
23	▲ Careers events
24	▲ Unexpected occurrences
26	▲ Complaints & appeals
27	▲ Finances
28	▲ Safety & insurance
29	▲ Reporting & reviewing
30	▲ Special cases
32	▲ Important things to remember
33	▲ Appendix One - Emergency procedures
34	▲ Appendix Two -Speaker approval policy

**Tell us what you think of  
this training publication**

**[imperialcollegeunion.org/training/training-feedback](http://imperialcollegeunion.org/training/training-feedback)**

© 2016 Imperial College Union

Version 2 - August 2016

## This manual will:

1

**Explain how to book rooms at Imperial**

2

**Explain policies and procedures students should be aware of when requesting and using spaces**

3

**Provide guidance on what needs to be done to ensure events are successful**

## Frequently Asked Questions

What rooms can I book in College and the Union?

See Appendix 2 for a full list

What do I do if I can't find the room I want to book on the room booking system?

See our special cases on pages 27 and 28. If it's not covered here get in touch with the Student Activities Centre.

What do I do if the space I have booked is messy or not set up properly on the day?

What to do on the day is covered on page 17

Can we consume alcohol in College rooms?

See our food guidance on page 18

# Introduction

This training manual is a brief introduction to what you should know about requesting spaces which are used to run events on an Imperial College London campus.

There are a lot of College rules and procedures which must be adhered to when organising events and using spaces. If you do not abide by these rules then it is very likely that no student groups will be allowed to use the spaces in the future – there have been numerous examples of groups being blacklisted in the past!

For events with any significant financial expenditure, this training manual should be read in conjunction with the training manual on **Event Budgeting**.

## Important Contacts

If you need help with anything related to what is contained in this training manual, you can get in contact with the **Deputy President (Clubs & Societies)** or **Student Activities Manager**.

For certain tasks you may need to contact the Union's **Events Coordinator**.

# Starting Out

When organising any type of event there are a few pointers to consider.

1. Ensure clear aims & objectives are defined for the activity or event – write them down and share them with your fellow organisers.
2. Make sure you are clear about who your participants or audience are.
3. Ask yourself and others if the aims and objectives meet everyone's expectations. Are they suitable for all participants or the type of audience? Are they achievable?
4. If the event you are organising will cost money then write a budget and get it approved by the relevant authority:

- ▲ If the budgeted expenditure comes to under £20, your Club, Society or Project committee can approve it.
- ▲ If the budgeted expenditure comes to £20 or over, your Management Group Chair or Treasurer will have to approve it.
- ▲ If the budgeted expenditure comes to over £1000, the Deputy President (Finance & Services) will also have to approve it.

Advice on how to write a budget for an event is contained within the **Event Budgeting** training manual, while the **Money In, Money Out** and other finance manuals training manual discusses the detailed procedures for operating your finances.

# Overview

The process for booking Union or Departmental spaces throughout the College is via an online room request system. Requests must be made a minimum of two weeks before the intended use.

To request spaces you must navigate to [imperialcollegeunion.org/roomrequests](http://imperialcollegeunion.org/roomrequests), and login with your personal College login.

You will only be able to login to the online portal once you have successfully passed the eLearning quizzes associated with **Key Information** training, and **Requesting Spaces**.

Remember that when you request use of a space within the College you will be personally held responsible that all rules are followed when that space is used.

**Until you have a confirmation email from the Student Activities Centre, your request is a still a request. The room is not booked for your group until you have a confirmation email saying it is booked.**

Never ever use a space which you have not received an email confirmation for, even one you have previously requested.

Virtually all spaces which can be booked by student groups throughout the College can be booked via the online request system discussed in the next section. There are a few minor exceptions to this where special rules and procedures apply, these are discussed in the [Special Cases](#) section.

Most notable of these are some spaces in the Sherfield Building:

- ▲ Great Hall,
- ▲ Queens Tower Rooms,
- ▲ Senior Common Room,
- ▲ Seminar and Learning Centre
- ▲ Sherfield Concourse levels

These are controlled by the College's **Conference & Events Team**. Sports Facilities and ICSMSU space at the Reynolds Building are the other main ones.

# How to request a space

Any request to use a space must be made online by navigating to [imperialcollegeunion.org/roomrequests](https://imperialcollegeunion.org/roomrequests). While the work to deal with a room request will be carried out by the **Student Activities Centre** staff, requests cannot be made in person or over the phone.

You will need to provide a detailed description of the type of use you are intending for the space, including whether you intend a non-Imperial guest speaker to attend (specific details in the **Guest Speakers** section), the number of expected attendees and the style in which the use of the space will be advertised. This consideration is important due to the rules surrounding marshaling of events.

Your request will be considerably delayed if the information you provide is not sufficient, and the space you desire to use may subsequently be booked by another group.

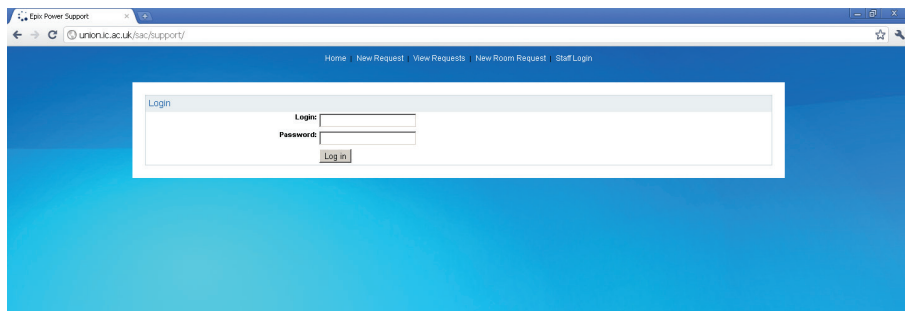
You will also be asked to provide your contact mobile number in case of a query or emergency situation while the event is taking place. You must provide this information.

When you have submitted a request for a space you will receive an email quoting a ten digit alphanumeric reference, this reference should be quoted in all future correspondence about the specific request to avoid confusion. The following pages demonstrate how to submit a room request.



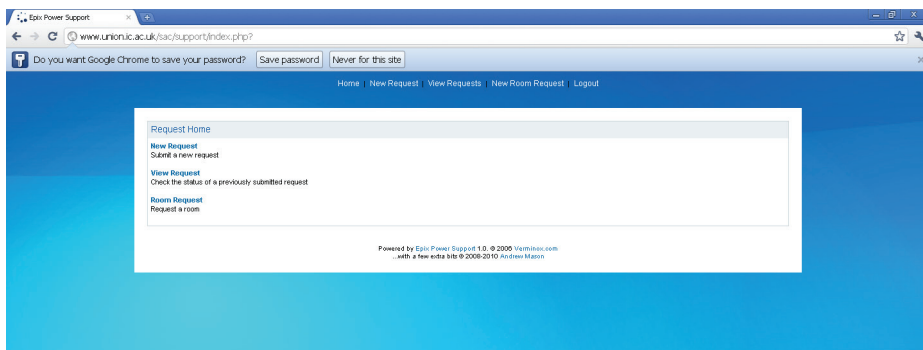
## Logging in

Navigate to [imperialcollegeunion.org/roomrequests](http://imperialcollegeunion.org/roomrequests), click on [New Room Request](#), then enter your College login and password in the relevant boxes and click [Login](#).



## Navigation page

On the main request page below, click on [Room Request](#). If at this point you receive an error message it indicates that you have not successfully passed the quizzes associated with **Key Information** and **Requesting Spaces** training.





## Space request page

If you hold more than one position in the Union, for example you are on the committee of two clubs, or you are an academic rep and on the Committee of a society then you will be able to request the use of spaces for any of those groups. From the Club drop down select the group you making the request on behalf of.

In the Purpose of Request box write a detailed description of what you want to use the space for - the more information the better. In the [Contact No.](#) box add in your mobile number, and in the [No. of Attendees](#) box estimate the number of people who will be attending. Make sure this figure is as accurate as possible so room capacities aren't exceeded and you are allocated an appropriate space.

## Rooms section

In the Rooms section of the page, click Add Rooms on the right hand side, this will bring up a selection panel. Select the date and times you would like to request a space for, then use the [Department](#) drop down box to select the department or campus on which the space is located. The rooms in the relevant department then appear, click on the ones you wish to request. Then click [Add Rooms](#). Repeat the process for all spaces you wish to include in the request.

### Guest Speakers section

In the Guest Speakers section you must provide details of any non-Imperial people who will be leading a session, giving a talk etc. This is someone who is not a previously registered instructor (this applies only to Clubs, Societies & Projects - details in the **Principal Officers** training). You do not need to complete this section if the activity is being led by an Imperial student or staff member, in which case leave this section blank.

If you need to record the attendance of a speaker, click [Add Speaker](#) on the right hand panel. A box appears to fill in the details of their name, the subject of the event and any further details such as their employment, the organisation they represent or where they have spoken in the recent past. Links to websites and news articles are always useful to provide.

If these are not provided they are likely to be requested so please include them at this stage. Failure to provide any of this information will mean that your booking is not approved. Where a speaker needs to be added after the room booking request has been submitted you must submit a paper speaker form. These are available from the Student Activities Centre and on the forms section of the Activities pages on the website. Please read the Speaker Approval Policy in Appendix 4 which goes in to more detail about requirements on speakers.

Click the [Add Guest Speaker](#) button to associate this person with your space request. If you are having more than one person attend, repeat the process.

Guest Speakers

Name	Subject	Date	Arrival	Departure	Further Details

Click on the 'Add speaker' button to add information about any guest speakers attending your event. Click here for further information about guest speakers.

N.B. by adding a guest speaker, you acknowledge that you have read and understood this information.

Add speaker

### Anything else section

Please also indicate if the activity will be noisy - particularly music and dancing. While these activities are great, noise does carry. This information will help allocate you an appropriate space to use. When you have provided all the necessary information click on [Submit](#).

## What happens next?

The booking process is a relatively involved operation. For each request permission must be sought from the controlling department. If this permission is granted each booking must be approved by the **Deputy President (Clubs & Societies)**, before the request is sent to College Security for additional approval. Some visiting speakers to the College may require the approval of the College Secretary. For this reason the process may take up to three working weeks.

Requestors may view the progress of their requests online by clicking the "view my requests" link at [imperialcollegeunion.org/roomrequests](http://imperialcollegeunion.org/roomrequests). This will provide an idea of where each request is in the system, each of the boxes require a tick in before a booking can be confirmed. Never use a space before you receive a final confirmation that you have been authorised to use it from the **Student Activities Centre**.

## Cancelling a request

Occasionally circumstances may change and you no longer require a space for the times you have requested it. In this case contact the **Student Activities Centre** immediately.

## External organisations

Never request a space within the College for an external organisation, this is strictly forbidden and will result in immediate revoking of your booking privileges. Contact the **Deputy President (Clubs & Societies)** or the **Student Activities Manager** if you are approached by a company asking to do this.

## Access to buildings

Make sure you request a room in a building which people who will be present at the event have swipe card access to. The **Student Activities Centre** cannot arrange swipe card access to building for room bookings.

## Specific types of event

Ensure you have read the event training guide relevant to your event type. They are written to help you but also ensure you don't break any rules specific to those event types.

## Any questions?

Contact the **Student Activities Centre** team at [activitiescentre@imperial.ac.uk](mailto:activitiescentre@imperial.ac.uk) for any room booking related queries.

# When can requests be made?

Requests for spaces throughout the College can be made throughout the year, however bear in mind the following considerations:

- ▲ Bookings for a given term will open on the last but one Monday of the preceding term. This means that in general, bookings for the Autumn term will open towards the end of June of the previous academic year, the bookings for the Spring term will open at the end of December and bookings for the Summer term will open at the end of March.
- ▲ Bookings for the holidays can be made during the preceding term e.g. bookings for the Easter holidays can be made during the Spring term.
- ▲ It is advisable to give at least three weeks notice, for obtaining rooms and bookings will not usually be accepted with less than two weeks notice.

Room requests operate on a first-come first-served basis, so it is vital to plan ahead in order to book the space you require. In addition, requests in College take extra time to process as they must be approved by the department, the **Deputy President (Clubs & Societies)** and also by College Security.

## Extra equipment

Generally many rooms around the College campuses have some equipment installed such as digital projects or whiteboards. The Union has a supply of equipment which groups may borrow, including a mobile PA system for music.

To enquire about using a digital projector, screen or flipchart for Union Building rooms or elsewhere contact the Student Activities Centre, or visit [imperialcollegeunion.org/sac](http://imperialcollegeunion.org/sac).

For obtaining sound or light equipment, a Late Licence or DJ contact the Union's **Events Coordinator**, though special considerations may apply. Most rooms in the College are not suitable for the use of such items in, though the Union's **Events Coordinator** will be able to advise you.

# Guest Speakers


All external speakers coming to visit the College campuses must be approved. An external speaker is someone who is not a current Imperial College Student or Staff member.

The reasoning behind needing to have speakers approved is to ensure compliance with the College's Code of Practice to ensure Freedom of Speech for speakers. This is not unique to Imperial College; all Universities are required to operate a Code of Practice for Freedom of Speech under the Education Act 1994. Event organisers must complete the Visiting Speaker Approval part of the request to book a room to begin the authorisation process, see the [Requesting a space](#) section.

When providing the details of your guest speaker the full name(s) and sponsoring/ relevant organisations of any speakers must be given along with a detailed description of the talk or session which is intending to be delivered. A lack of detail could result in your request being held-up for long periods or even cancelled so please include as much information as you can.

If your speaker or session leader is known to the media, controversial or speaking on a topic likely to cause offence please include full details in the "Further details" category of the online space request.

Where more information is requested a response must be given immediately to prevent delays in the approval process or cancellation of your event. Occasionally the decision on whether or not to allow the event to go ahead will be referred to the College Secretary so it is essential we know about it in good time.

 **The College have the power to stop events (right up until the event start time) and apply a large number of conditions and restrictions. These could include restricting the event to Imperial College students and staff only, banning of recording devices at the event, having an independent chair or requiring extra security staff.**

# Event scope and advertising

Once your space has been successfully booked and confirmed you will probably publicise your event in some manner. Ideas and specific rules around publicity can be found in the Publicity training manual available online from [imperialcollegeunion.org/training](http://imperialcollegeunion.org/training).

Depending upon the scope of this publicising there are a number of different protocols and rules.

## Advertised on a mailing list only

Ensure that all attendees have Imperial College swipe cards. Those who do not should be vouched for by a College member, you must know their name and where they are from if questioned by College Security.

## Advertised using College/Union space or web services

This type of advertising includes the use of the College website, posters displayed on College premises and the Union's What's On calendar found on [imperialcollegeunion.org/whats-on](http://imperialcollegeunion.org/whats-on).

In these cases members of the public may attend your event as well as people who are not members of your Club, Society or Project. Therefore, to ensure College property and members are safe you must take the following steps in these cases:

1. Check for Imperial College swipe cards on the door to the event
2. Take the name of attendees without swipe cards and write them on a list
3. Conduct a fire briefing detailing the nearest exits and emergency procedure, this information may alternatively be given at the door providing this does not cause a hazard
4. Arrange for marshaling of the event; see the [Marshaling](#) section for details.

If there is no guest list for an event advertised in these ways all attendees must have an Imperial College swipe card OR be the explicit responsibility of a College member as their guest.

## Advertised using external publications or web services

Any event which is advertised using external publications, web services or premises require special approval. The publicity material must be cleared before being used. Contact the [Deputy President \(Clubs & Societies\)](#) to investigate how to do this. You should then follow the protocol laid out for events advertised using College/Union space or web services.

# Marshaling

Activities occurring on College campuses that are open only to members of the respective group organising the event will not normally require marshaling.

Volunteer marshaling is possible for student organised events on Imperial College campuses which **DO NOT include the consumption of alcohol** as part of the event. Marshals will usually be required where events are open to the wider College community or the general public. Where an event is ticketed for which a charge has been made marshals will normally be required.

The number of marshals normally required is shown in the table below.

Attendees	Marshals required
<100	2
100 - 250	3
251 - 500	4
501 - 750	5
751 - 1000	6

Whether or not marshals are required, and the number which must be present is at the discretion of the **Deputy President (Clubs & Societies)** and **Student Activities Manager**, College Security and the College's **Fire Office**. Failure to have the stipulated number of marshals at an event may result in the closure of the event.

The **Deputy President (Clubs & Societies)**, College Security and the College's **Fire Office** may stipulate that Union stewards or College Security Officers are present at an event, for which there is likely to be a charge. Union stewards will always be required if an event includes the consumption of alcohol, or takes place within the Union Building when more than 100 people are present. For queries regarding Union stewards please contact the **Events Coordinator**.

Details of how to become a marshal, and the associated responsibilities can be found in the **Marshaling** training and eLearning online at [imperialcollegeunion.org/training](http://imperialcollegeunion.org/training).

# Performance rights

Legally, any Union or College group must have permission to perform any materials which are subject to copyright constraints. This area can include, but is not limited to, music, video, plays, and operas. **This includes films on DVD which are shown in lecture theatres.**

It is absolutely imperative that the performance rights are clarified and obtained before any other form of planning or organising is started. Performing materials without the correct rights in place can lead to legal action being brought against the Union or the College.

In some cases performance rights can be secured for nothing, in other instances a charge may be levied, which may be related to audience size. It is advisable to obtain these costs in writing from the copyright owner in advance and factor them into your event budget. For more details contact the **Student Activities Manager** for details.



# General preparation

Before any event taking place on a College campus begins, all of the follow items must be in place:

Area	Considerations
Confirmed space booking	Make sure you actually have a confirmed booking for the space you are using. In the request you must have fully disclosed details regarding food, alcohol, attendees and external speakers and session leaders. A booking is not confirmed until you receive an email to this effect from the <b>Student Activities Centre</b> confirming Security have checked your booking. Do not use any space before receiving this email confirmation.
Risk Assessment	A risk assessment for the event must be held within the Union, this may be a standalone document sent to the <b>Student Activities Manager</b> or included in your Club, Society or Project Risk Assessment on <a href="http://eactivities.union.ic.ac.uk">eactivities.union.ic.ac.uk</a> . Details of how to construct a risk assessment and submit it are contained in the <b>Principal Officers</b> training manual.
Hot works permit	This permit is necessary for the use of pyrotechnics, naked flames or haze. It must be collected from the <b>Fire Office</b> and be produced upon request during an event.
Marshaling	Adequate marshals must be in place and have completed the training in line with the Union marshalling policy, details in the <b>Marshaling</b> training and eLearning.
Car parking	If parking spaces are required for speakers etc. they must be requested well in advance by booking with college carparking. It is not possible for parking to be arranged on the day of an event.

# Use of space on the day

When it comes to actually using a space on a College campus on the day of an event there are a number of considerations. Above all be considerate to other building users.

Failure to take due care can result in anything from removal of your room booking rights and/or existing bookings to formal College disciplinary procedures being taken against you. This list includes most of the things expected of you but is not an exhaustive list:

1. Return the space to its neutral state. This will usually be the state in which it was found.
2. Take a picture with a camera or mobile phone of the room when you are finished. This means that if the Department request evidence that you tidied up we can provide it and which will defend you from additional cleaning charges. This photo must be kept for a minimum of 21 days and can be requested at any time up to this point.
3. Know your ten digit reference from the [Student Activities Centre](#) and have a copy of your confirmation email in case a building manager, Security Officer or Conferences employee need to verify your use of the space.
4. Leave the space promptly at the end of your booking and by 10.45 at the latest, you must have vacated the building by 11.00. This prevents unnecessary work for [College Security](#) and ensures you aren't locked in for the night.
5. Ensure room capacities are not exceeded. Counters are part of the marshalling packs and must be used where the capacity may exceed 100 people. Your event will be stopped if the room capacity is exceeded. If you are in doubt about your room capacity please check it in [Appendix Two](#) of this document.
6. Be respectful regarding noise levels including whilst people are arriving and departing from your event. Other students and staff are often still working well past 18.00, so consider their needs as well as yours.
7. Do not serve food or alcohol without first informing the Union via the room request system (see section on [How to request a space](#)). Include in your booking if you intend to provide food or alcohol, and how it will be sourced. See the section in Food & Drink for more details.
8. If the space you have booked is found in an unacceptable condition or if equipment is broken report it as soon as possible to the [Student Activities Manager](#). Please take photos as evidence. If your space is unusable for your event contact [College Security](#) on internal 4444 and external 020 7589 1000 and request an emergency replacement space explaining the nature of the space you require and the cause. Once they have consented follow their instructions.

# Food and drink in College venues

There are specific rules regarding the provision of food and drinks at events held on College Campuses, including in the Union Building.

## College Spaces

Food is permitted only in explicitly designated spaces within each Department. It is at the discretion of departments as to what spaces food is allowed in.

Only food and drink provided by the College can be supplied and consumed in areas controlled by the College's Conference & Events Team.

Only hand-held, cold finger-food is permitted for catering for events. If wet, hot food is required then this must be ordered through the Conferences and Events Office and it can only be provided in designated spaces. Catering order forms can be collected from the Student Hub, on Level 3, Sherfield Building, South Kensington.

## Union Spaces

Only food bought in Union catering outlets may be consumed in those outlets.

In other spaces catering can be booked via the Events Coordinator. Providing your own catering or bringing in an external caterer may be allowed but permission must be sought from the Events Coordinator. This is only allowed in certain spaces.

## External caterers in Union Spaces

Any external caterers will require clearance from the Events Coordinator. This is to ensure the caterer also meets the necessary hygiene standards.

Pre-packaged, shop-bought food which does not require heating or refrigeration facilities for transporting, storage or serving and which is safe to serve at ambient temperature is exempt from needing approval for the supplier, though permission for doing this must be sought from the Events Coordinator. Care must still be taken in the storage and serving of pre-packaged food.

## Alcohol

Student groups cannot consume alcohol which they have brought onto Union or College premises as these are licensed venues. Bringing your own alcohol into venues is a serious offence. Any alcohol to be consumed must be purchased through Union or College bars/Conferences & Events Team, or a corkage fee may need to be negotiated in advance.

For the supply of alcohol for events held on Union premises contact the Events Coordinator.

Alcohol bought in Union outlets may only be consumed in:

- ▲ The Union Bar, FiveSixEight, Metric and the associated lobby areas between them
- ▲ The Union Concert Hall during a cinema showing or production, at the discretion of the organisers
- ▲ At official pre-booked functions elsewhere in the Union's facilities.

## Providing home-made food

Our rules on the provision of home-made goods are based on guidance published by The Food Standards Agency in July 2013 on the applicability of food hygiene regulations for charity and community groups providing food at events. This guidance can be found here: <https://www.food.gov.uk/business-industry/caterers/food-hygiene/charity-community-groups>

Precautions still need to be taken to serve home-made food ensure that the food being served is safe and fully cooked. Also be aware of food allergies and religious food requirements among the participants. Some recommendations are provided below. Please note that Union and College rules still apply to catering when it is homemade.

Food can be prepared at home if the food complies with the following guidelines:

- ▲ The food is not wet at the point of serving – this precludes items such as curry or soup
- ▲ Must be appropriate, reasonable and safe to serve at ambient temperature
- ▲ Does not require heating or refrigeration facilities for transporting, storage or serving

It is fine to serve pre-packed food purchased from a supplier providing it meets these guidelines.

There may be some ambiguities which may arise with these guidelines. It is fine to serve small quantities of jam, honey, chilli sauce, mayonnaise, tomato sauce or similar products as say an accompaniment to a form of food, for example bread or sweets.

Cheese which does not normally require refrigerating is acceptable to serve, as is cake, crisps or pretzels.

It is not possible to serve food products containing rice, noodles, ice cream, yogurt or sorbet as appropriate storage facilities are not available.

A food hygiene certificate is not required by the people producing the food, though you should make a disclaimer available to all participants of the event highlighting that the food was home made.

When you're making food for large numbers of people, it's important to keep food safe. Here are some general practical tips:

- ▲ plan ahead - if you can prepare food in advance, this should make things easier later
- ▲ wash your hands and any equipment you are using in hot soapy water
- ▲ keep food out of the fridge for the shortest time possible
- ▲ even if people are waiting to eat, don't reduce cooking times
- ▲ always make sure food is properly cooked before you serve it
- ▲ keep raw and ready-to-eat foods apart
- ▲ do not use food past its 'use by' date
- ▲ know what is in the ingredients so information about allergens can be provided (e.g. provide a 'contains nuts' label for cakes)

## Bake Sales

This advice is taken from the Food Standards Agency.

There is no rule banning the sale of homemade cakes at school fetes or other community events. Homemade cakes should be safe to eat, as long as the people who make them follow good food hygiene advice and the cakes are stored and transported safely.

At home, people making cakes should follow these tips:

- ▲ always wash your hands before preparing food
- ▲ make sure that surfaces, bowls, utensils, and any other equipment is clean
- ▲ don't use raw eggs in anything that won't be thoroughly cooked, such as icing or mousse
- ▲ keep cheesecakes and any cakes or desserts containing cream or butter icing in the fridge
- ▲ store cakes in a clean, sealable container, away from raw foods, especially raw meat

On the day, people bringing in cakes from home or running the stall should follow these tips:

- ▲ transport cakes in a clean, sealable container
- ▲ wash their hands as frequently as possible
- ▲ make sure that cheesecake and any cakes or desserts containing cream or butter icing are left out of the fridge for the shortest time possible
- ▲ when handling cakes use tongs or a cake slice

# Careers events

If you do want to hold an event with a careers theme to it which involves inviting representatives from companies wishing to recruit, even if it has departmental backing, you must liaise with **Careers Advisory Service** and the **Student Activities Manager**.

The Union has come up with the following guidelines for Careers Events, in agreement with the **Careers Advisory Service**. It is important that companies receive the best image of Imperial College possible and do not organise events for companies that clash with those of similar companies who are on campus at the same time. These guidelines only apply to rooms in the College.

## **Events which Clubs, Societies & Projects are encouraged to organise**

Speakers/presentations from companies whose field falls within the remit of a Club or Society, e.g. British Antarctic Survey speaking to the Exploration Society, Rio Tinto speaking to de la Beche Society.

Visits to companies or locations, e.g. CivSoc visiting a construction site. Alumni networking, e.g. inviting ex-members who are now employed by companies to talk about their experiences.

Events included in a sponsorship package which include either presentations or

skills-based sessions specific to the members of the Club, Society or Project being sponsored.

## **Events which Clubs, Societies & Projects are not encouraged to organise**

Careers Fairs – If you do want to run one, even if it has departmental backing, you must liaise with **Careers Advisory Service** and the **Student Activities Manager**.

## **Events which Clubs, Societies & Projects should not organise**

Events or presentations in conjunction with 3rd party recruitment agencies, e.g. [monster.co.uk](http://monster.co.uk), [gradjobs.co.uk](http://gradjobs.co.uk).

Main company presentations which are targeted at all students, e.g. PWC or Deloitte doing their once-yearly presentation. These **MUST** be organised by the **Careers Advisory Service**.

One-off presentations/talks where a company pays a Club, Society or Project to specifically book a room and organise catering outside of a wider sponsorship package.



**All events must be organised entirely by a Club, Society or Project, i.e. all room bookings, liaison with the Union or College, finances and catering. It is NOT acceptable to book a room and then tell the company to organise their own catering through College or the Union.**

# Unexpected occurrences

A number of eventualities could unexpectedly interrupt your event ranging from noise complaints to a medical emergency. You need to be aware of what to do in each case so please read the following carefully. Failure to respond appropriately could endanger students or even the general public and you will be responsible as it is your booking. [Appendix Two](#) summarises the most crucial of these procedures.

## Space found in an unacceptable condition

If the space you have booked has been left in an unacceptable condition by another user or if equipment is broken report it as soon as possible to the [Student Activities Manager](#). If you cannot reasonably use the space you have booked then do not attempt to do so, you should not risk being blamed for damages. Please take photos as evidence.

If your space is unusable for your event contact [College Security](#) on internal 4444 and external 020 7589 1000 and request an emergency replacement space explaining the nature of the space you require and the cause. [College Security](#) have access to available spaces throughout the College and the authority to move your booking to a suitable venue at immediate notice.

## Security concerns

This may occur upon receiving a noise complaint from other building users, security concerns regarding the event, conflict with Health & Safety legislation or allegations of criminal damage.

[College Security](#) will first attend and ask for the situation to be resolved, though in serious cases this may not happen. You should then make every effort to comply with their request. If the issue is not resolved no further warnings will be given and the event will be stopped by a decision of [College Security](#) only.

A Security Officer will inform you of this and at this point you:

- ▲ Must not argue, as their decision is final. Do document the sequence of events. It may be discussed at a later date, but at the time their decision is final.
- ▲ Must follow their instructions and assist them in stopping the event as far as possible and practicable. Provide contact details to attendees if requested or in case refunds or similar compensation are required.
- ▲ Clear up, reset the room to the agreed neutral configuration and leave as promptly as possible. They should allow you to do this. Document that you have done so using a photo as usual.
- ▲ Email the Student Activities Manager immediately giving a full account of what occurred.



## Fire emergency

In the event a fire emergency occurs do the following:

- ▲ If discovering a fire or smoke, operate the nearest fire alarm call point.
- ▲ Direct people immediately to the designated fire exit escape route.
- ▲ Ensure any moving or potentially hazardous electrical equipment is switched off.
- ▲ Leave the building and do not re-enter.
- ▲ Await College Security to attend, follow their instructions from this point on.

## Public disorder

Upon public disorder, imminent risk of damage to College property or a threat to event attendees you should:

- ▲ On the South Kensington Campus call extension 4444 from an internal phone. From any other campus or from a mobile call 020 7589 1000 and alert College Security.
- ▲ Tell College Security your current location and nature of the threat or risk. Inform them if you think the emergency services will be required.
- ▲ Attempt to persuade disruptive elements to leave the event location but do not place yourself in any danger or attempt to physically remove any disruptive elements.
- ▲ When College Security arrive follow their instructions.

## Medical emergency

Call **College Security** and request the relevant emergency services, either from a mobile phone or landline.

- ▲ As soon as possible call internally on 4444 (020 7589 1000 from a mobile) and alert College Security to the location and nature of the incident. They will be able to direct the emergency services once on site and provide first aid equipment such as defibrillators before the emergency services arrive.
- ▲ Call for assistance from first aid trained attendees and apply first aid within your training limitations. Do NOT attempt anything you are not trained to do.
- ▲ Attempt to gain a basic medical history if possible and record any actions you take and the time at which you carried them out. This information should be passed on to the emergency services when they arrive.

Sometimes things simply do not go to plan, which may in the most serious cases lead to complaints being made, both by you for services which should have been more appropriately delivered, or against you or your group by various segments of the College structure.

# Complaints and Appeals

If a complaint has been received against you or your group the **Student Activities Manager** will inform you of this. You will get the chance to respond to any complaints about your conduct with respect to the use of spaces. The **Deputy President (Clubs & Societies)** will in most cases deal with the matter. You or your group may lose the right to request and use College spaces (or a subset of them) for a set amount of time.

If you feel you have received substandard service when requesting a space then depending on the part of your booking you feel has been dealt with in a substandard or unfair manner there are a number of people who will handle the issue. The first point of contact regarding most complaints should be the **Student Activities Manager**.

The success of an event is often judged on how much money it makes (or loses). Events carry a lot of risk, and there is the potential of something going very wrong along the way and therefore the risk of significant financial implications.

## Preparing a Budget

For an event of any size you must prepare a budget which breaks down your expected income and expenditure. If you are going to spend more (i.e. total expenditure) than £20 you will have to gain the permission of your **Management Group Chair** or **Treasurer** before the event takes place and for any event where you will be spending more than £1,000 you must also gain the permission of the **Deputy President (Finance & Services)**. Complete an Event Budget as discussed in the Event Budgets training manual. An event budget must be completed for all events with an expenditure of over £500. For all events over £1,000 you will be required to attend a meeting. You need to submit your budget at least three weeks in advance of the event.

**Be realistic** with your attendance figures. If you have run this event before, look at previous attendance figures and do not over-estimate.

**Warning:** If a budget has not been approved, it is possible that the event may be cancelled by the **Deputy President (Finance & Services)**, so ensure you submit your budget in a timely manner and before you start booking

rooms or paying suppliers.

## Sponsorship

Events are often of interest to sponsors as they offer the potential to target a specific audience and increase their profile on campus. For more information on how to go about trying to gain sponsorship for an event, see the training manual on **Sponsorship**.

Sponsorship can often provide the financial buoyancy that your event needs, and reduce the ticket prices to ensure a good turnout. However, you should be very wary when budgeting sponsorship if it has not been confirmed in writing.

## Delegating Expenditure

In some cases you may require your committee members to purchase items for an event. As you will have calculated your expenditure from your event budget, it is important you inform them and stress to them the maximum they are allowed to spend.

Should they overspend; the financial situation of your event will be changed, and will end up causing you more work revising the budget and ensuring your event is still financially viable.

# Safety and Insurance

## Risk Assessments

If the event being undertaken is outside of the usual activities of the Club, Society or Project, or especially large, then a Risk Assessment specifically for the event will need to be written. External venues will often require a Risk Assessment before agreeing to host an event. Risk Assessments are discussed in the **Principal Officers** training manual.

## Insurance

If a Club, Society or Project is anticipating organising an event which has a reasonable possibility of being cancelled resulting in large irrecoverable costs then it would be advisable to take out some form of cancellation insurance. An example of such an event would be a show with a large initial outlay on costumes, sets, venue etc., where the audience are primarily external people. A good example of such an event would be the Musical Theatre Society's annual two week show which is hosted in Devon; the audience being made up of almost totally local people and holiday makers from Devon.

To arrange such insurance please contact the **Student Activities Manager** who can assist. Be aware that any insurance company are likely to need details of the activity being organised and the financial plans behind the activity.

General information about other types

of insurance which are either in place or available to organisers of Club, Society or Project events is contained within the **Principal Officers** training manual, available at [imperialcollegeunion.org/training](http://imperialcollegeunion.org/training).

# Reviewing and Reporting

It is advisable that groups hosting events report on and review their activities. Event, show, concert and other reports can be published in Felix - this is an excellent way of letting people know what you get up to and of publicising well-won achievements. It is advisable to compose interesting articles which give a lively and engaging account of your event; try to restrain from pure propaganda as this is less interesting for the average reader and is less likely to be published.

You should aim to have some good, high-resolution photos as well to go with the article. Email articles and pictures in to **Felix Editor**, [felix@imperial.ac.uk](mailto:felix@imperial.ac.uk). Similarly, articles can be published on the main Union website by emailing them to [webhelp@imperial.ac.uk](mailto:webhelp@imperial.ac.uk), together with video clips if you have them. Videos posted to YouTube and photos to Flickr can be tagged with **#impics** – they will then automatically appear on the Union and College websites.

Writing reports is especially important if anyone has sponsored or donated money for your activities. It is essential you contact any sponsors after the event with a report of how you have used their money so they can gauge whether it was good value for their company and so they will be more likely to continue to sponsor your group in the future years or for another event. More details are contained within the **Publicity** training manual.

Likewise it is advisable to review the activity or event purely for future reference. Ask yourselves:

- ▲ What went well?
- ▲ What didn't go so well?
- ▲ What improvements could be made for next time?

Ensure this information is written down and passed on to successors or recorded in your Club, Societies or Projects archives so that your hard work can be built upon.

# Special cases

## Use of Metric

Use of the nightclub, Metric, located in the Union Building in Beit Quad, is subject to a special set of rules. On Wednesday & Friday evenings it is used by the Union, on Tuesdays, Thursdays and Saturdays it is available for Clubs, Societies & Projects as part of the We Are Metric programme of events, details online at [imperialcollegeunion.org/food-drink/metric](http://imperialcollegeunion.org/food-drink/metric).

At other times it is available for booking for certain activities through the normal space request system. Metric is not suitable for martial arts and other sporting activities.

## Sports Facilities

Sports facilities within the College are controlled by **Sport Imperial**. Use of these facilities for Clubs, Societies & Projects is decided upon once a year by the Sports Bookings Committee which contains representatives of **Sport Imperial** and Imperial College Union.

Priority use in sports facilities is given to sports clubs – for training sessions and matches. Non-sporting clubs are welcome to make use of the facilities for more social sporting endeavours. Information about booking sports facilities can be obtained from the **Sports Partnership Administrator**.

## Rooms at the Reynolds Building controlled by ICSMSU

Some of the spaces at the Reynolds Building at Charing Cross Hospital are controlled by the Imperial College School of Medicine Students' Union. The spaces available are the Music Room, Reynolds Bar area and some small meeting spaces. For information, and to book these spaces, please contact the **ICSMSU President**.

## Spaces booked by the College Conference & Events Team

Most rooms in the College (apart from some of those in the Sherfield Building) are free to use for student groups and can be booked through the processes discussed in this training manual. There are a few exceptions within the College though. The following rooms in are booked by the **Conference & Events Team**:

**Team:**

- ▲ Great Hall
- ▲ Queens Tower Rooms (QTR)
- ▲ Senior Common Room (SCR)
- ▲ Sherfield Concourse Level 1 & 2
- ▲ RSM 3.01 B/C/D/E
- ▲ Seminar & Learning Centre
- ▲ Wolfson Conference Centre (Hammersmith Campus)

These areas in the Sherfield Building attract a fee to use them for events. There is a reduced rate for student use and they are usually free to book for rehearsals.

A representative of the **Conference & Events Team** works on the Student Hub every day until 13.00; call in during these hours to make a booking.

## External venues

This guidance has considered events and space usage on Imperial College London campuses. Should you be using external venues, many of them will require signed Booking Contracts which will establish what each party expects. These contracts can **only be signed by the Deputy President (Finance & Services)**.

The **Deputy President (Finance & Services)** may also be able to offer advice on similar events or venues used in the past. When using external venues, it is important you establish what charges may crop up along the way (such as hire of a lighting rig, or the employment of an AV technician).

You are advised to book as far in advance as possible if you have VIP guest speakers in attendance, as special arrangements may have to be arranged for their comfort and security.

# Important things to remember

- ▲ Ensure you have a thorough and well researched budget written at least three weeks in advance of the event.
- ▲ If your expenditure is more than £20, get approval from your Management Group Chair or Treasurer.
- ▲ If it is over £1000, also get the approval of the Deputy President (Finance & Services).
- ▲ If non-Imperial speakers or session leaders are attending an event on a College Campus, complete the section in the online request form to ensure they are approved.
- ▲ External caterers require clearance. Contact the Events Coordinator at least three weeks in advance.
- ▲ Marshals or Union stewards are required for some events, make sure they are correctly qualified or booked.
- ▲ Plan sponsorship and publicity well in advance
- ▲ Don't just forget about the event once it's approved; use it to publicise your Club, Society or Project via Union media and tell your sponsors.



# Appendix One - Emergency procedures

## **Upon hearing the fire alarm or discovering a fire:**

If discovering a fire or smoke, operate the nearest fire alarm call point.

Direct people immediately to the designated fire exit escape route.

Ensure any moving or potentially hazardous electrical equipment is switched off.

You should be last to leave the venue, but ensure you do not endanger yourself in any way

Leave the building and do not re-enter.

Await Security to attend, follow their instructions from this point on.

## **Upon public disorder, imminent risk of damage to College property or a threat to event attendees**

On the South Kensington Campus call extension 4444 from an internal phone. From any other campus or from a mobile call 020 7589 1000 and alert College Security.

Tell Security your current location and nature of the threat or risk, inform them if you think the emergency services will be required.

Attempt to persuade disruptive elements to leave the event location but do not place yourself in any danger or attempt to physically remove any disruptive elements.

Inform the audience of the situation and what actions to take. Ensure everyone remains calm.

When College Security arrive follow their instructions.

## **Medical emergency**

Call College Security and request the relevant emergency services, either from a mobile phone or landline.

As soon as possible call 4444 (020 7589 1000) and alert College Security to the location and nature of the incident. They will be able to direct the emergency services once on site and provide first aid equipment such as defibrillators before the emergency services arrive

Call for assistance from first aid trained attendees and apply first aid within your training limitations. Do NOT attempt anything you are not trained to do.

Attempt to gain a basic medical history if possible and record any actions you take and the time at which you carried them out.

# Appendix Two - Freedom of Speech and Events Approval Policy

## Policy statement

It is the policy of the Union that all events organised and hosted by the Union adhere to this policy. For the avoidance of doubt this includes all events organised by Clubs, Societies, Projects, the Constituent Unions, other student groups, Community Connections activities as well as corporate Union events, activities associated with the Union's social enterprises and external events taking place within Union facilities. This policy applies equally to events taking place on campus as well as Union events held elsewhere.

## 1. Background

- 1.1. The Union's Trustees, as the trustees of a registered charity, have a clear duty to act in the best interests of the charity and ensure that activities are avoided which might place the funds, assets or reputation of the charity at risk. In the context of the Union this applies to all activities of the organisation, the Union cannot distance itself from its recognised student groups.
- 1.2. The Trustees have in place procedures that consider the risk posed by Charity events, and that steps are taken to identify when external speakers might present at an event and that checks are made on people that are planned to speak at an event .
- 1.3. Other Union policy is relevant in the context of this policy, specifically the Union's policies around equality and diversity .
- 1.4. This policy supersedes the policy on Events Involving Speakers policy which was passed by the Board of Trustees on 29 May 2013 and the Room Booking policy which was approved by the Executive Committee on 18 April 2011.

## 2. Context

- 2.1. There are several risks which may face the Union which revolve around freedom of speech. Speakers at events hosted by the Union or its constituent parts, which include all the Clubs, Societies & Projects could:
  - 2.1.1. break the law or be considered by observers or commentators to be breaking the law,
  - 2.1.2. put the Union's reputation or other assets at risk,
  - 2.1.3. be otherwise inappropriate under charity law, e.g. unlawful political activity or breach of public benefit principles,
  - 2.1.4. put the physical security of the venue or the attendees of the event at risk,
  - 2.1.5. put the Union's relationship with the College or external venues at risk.
- 2.2. While many events that may require an evaluation of these risks are held on College campuses, on occasion events which take place off College campuses. The jurisdiction of this policy applies to all Union events regardless

of their location. Events involving speakers including debates, presentations, speeches or talks are common examples of events which may take place away from College campuses.

- 2.3. Events which take place away from College campuses may present specific reputational risks without necessarily involving consideration of freedom of speech.
- 2.4. This policy binds all activities of the Union, which includes commercial activities and external events taking place within Union facilities.
- 2.5. The Union must manage these risks with reference to the following obligations:
  - 2.5.1. The activities of Clubs, Societies & Projects and other recognised student groups involve a diverse range of ideas, interests and opinions. They involve the invitation of a number of speakers and guests each year.
  - 2.5.2. The Union should facilitate safe space for all its members and must ensure all its events and activities abide by its policies on equality and diversity.
  - 2.5.3. All events on campus are subject to Imperial College London's Code of Practice on Freedom of Speech. Imperial College London is bound by Section 43 of the Education (No 2) Act 1986 which means it must do all that is practicable to ensure that freedom of speech is secured for members of the College community and visitors. In addition the Union has additional responsibilities to consider as outlined in section 2.1.
  - 2.5.4. The right to freedom of speech is not absolute and must be "within the law". Relevant legislation that applies to speakers and related issues include:
    - 2.5.4.1. Equality Act 2010,
    - 2.5.4.2. Public Order Act 1986,
    - 2.5.4.3. Racial and Religious Hatred Act 2006,
    - 2.5.4.4. Terrorism Acts 2000 and 2006,
    - 2.5.4.5. Protection from Harassment Act 1997
  - 2.5.5. The Human Rights Act 1998 secures various rights including freedom of thought, conscience and religion (Article 9), freedom of expression (Article 10), freedom of assembly and association (Article 11).
  - 2.5.6. Union Trustees have a clear duty to act in the best interests of the Charity and to abide by the provisions of the Charities Act 2011
  - 2.5.7. For events which take place outside the United Kingdom compliance with local legislation must also be ensured.
- 2.6. The Union President is ultimately responsible for the enforcement of the provisions outlined within this policy. Implementation of the policy is delegated to Union staff.

### 3. **Procedural framework**

- 3.1. All Clubs, Societies & Projects and other recognised student groups must notify, using established systems, the Union of the speakers and topics that are being discussed at the events they are holding, together with information about attendees.
- 3.2. Identical information must be provided for any of the Union's commercial events or events organised by external clients.
- 3.3. Room bookings will not be processed and events will not be permitted to go ahead unless the correct processes and information have been provided within the correct timescales.

### 4. **Processes**

- 4.1. Requests for Union and College rooms and other spaces are made through a variety of routes:
  - 4.1.1. The majority of requests from student groups are usually received via the Union's online room booking request system.
  - 4.1.2. Union spaces may also be booked through members of Union staff, this includes all bookings taken by the Union from external clients and members of College staff.
  - 4.1.3. The College's Conferences & Events Office controlled spaces are booked via paper forms available through the Student Hub.
  - 4.1.4. It is expected that other College Departments do not directly make bookings for Clubs, Societies & Projects and other Union recognised student groups. Where requests are received by a department for rooms which are not available to be booked under the Union's room booking system or through the College's Conference & Events Office, they should liaise with the Union on a case by case basis.
  - 4.1.5. The Union will not process or be responsible for making bookings for individual students or groups of students who are not associated with a recognised Union activity.
- 4.2. There is a defined approval process for each of these routes. This is usually:
  - 4.2.1. Union staff. Role: Process the booking request
  - 4.2.2. College Departmental administrators. Role: Approve use of College Departmental space (where required)
  - 4.2.3. Deputy President (Clubs & Societies) or their nominee. Role: Research speaker(s) and topic(s) to determine the risk of Union and College policies or the law being broken. Refer research to College Security or College Secretary where risks are identified. Recommend and implement control measures. This work will be done in conjunction with or delegated to members of Union staff.

- 4.2.4. College Security. Role: Provide further research on speaker and topic and decide on security arrangements and implementation of control measures.
- 4.3. The Union will automatically inform the College Secretary if an event is felt to fall under Section 2 of the College Code of Practice on Freedom of Speech, namely: "Any meeting or other activity on College premises where there is a real likelihood that the speaker may not be able to enter or leave College premises safely and/or deliver his or her speech or that a breach of the peace may occur will be deemed to fall within the requirements of this code."
- 4.4. Bookings or requests for the approval of additional speakers shall not usually be accepted less than two weeks before the date of the event taking place. Permission will usually not be granted in these circumstances.
- 4.5. The details of the event required must include:
  - 4.5.1. the title of the event,
  - 4.5.2. date and intended locations,
  - 4.5.3. organisers name & contact details,
  - 4.5.4. anticipated number of attendees,
  - 4.5.5. details of any non-standard seating arrangements,
  - 4.5.6. whether the event will be filmed or recorded, and how this will be distributed,
  - 4.5.7. details of the scope of advertising.
  - 4.5.8. Depending on the space being booked, this information will either be captured through the online room booking request system, or via a paper form (either from the Union or the Conferences & Events Office depending on the space).
- 4.6. Details of any speakers are required are as follows:
  - 4.6.1. full name and organisation including any other known affiliations (specifically political and religious)
  - 4.6.2. contact details
  - 4.6.3. title of talk and subject matter
  - 4.6.4. if the speaker has attended an event at Imperial College before, if so when
  - 4.6.5. other establishments the speaker has spoken at before and whether there have been incidents of protest, public order, illegal activities, significant publicity or where permission to speak has been refused
  - 4.6.6. any notable details about the event including:
    - 4.6.6.1. known security threats
    - 4.6.6.2. media interest
    - 4.6.6.3. risk of protest or the attendance of unauthorised persons at or in the vicinity of the event
    - 4.6.6.4. potential for controversial or illegal aspects of the talk or for the incitement of controversial or illegal actions by the speaker

- 4.6.6.5. potential for public order difficulties
- 4.6.7. Weblinks should be provided wherever possible.
- 4.7. If any high profile or controversial guests or audience members are attending an event the following information must be provided:
  - 4.7.1. full name and organisation including any other known affiliations (specifically political and religious)
  - 4.7.2. contact details
  - 4.7.3. details of personal security arrangements
  - 4.7.4. if the speaker has attended an event at Imperial College before, if so when
  - 4.7.5. other events at other establishments the person has attended before and whether there have been incidents of protest, public order, illegal activities, significant publicity or where permission to speak has been refused
  - 4.7.6. any notable details about the person including:
    - 4.7.6.1. known security threats
    - 4.7.6.2. media interest
    - 4.7.6.3. risk of protest or the attendance of unauthorised persons at or in the vicinity of the event
    - 4.7.6.4. potential for controversial or illegal action, or for the incitement of such action
    - 4.7.6.5. potential for public order difficulties
  - 4.7.7. Weblinks should be provided wherever possible.
- 4.8. Information regarding speakers and/or attendees must be provided for any event taking place away from a College campus.
- 4.9. If this information or any other requested by the Union or the College is withheld or not promptly provided when requested an event may be cancelled or a speaker refused permission to attend.
- 4.10. Decisions on granting permission for an event to go ahead will be made by the Deputy President (Clubs & Societies) or their nominee. Appeals on decisions of a nominee of the Deputy President (Clubs & Societies) can be made to the Deputy President (Clubs & Societies). Appeals on decisions of the Deputy President (Clubs & Societies) can be made to the Union President or their nominee.
- 5. **Assessment and management of risk**
  - 5.1. Risk will be assessed based on the following:
    - 5.1.1. Whether there is a risk of disorder or unlawfulness arising from the speaker or attendees at an event
    - 5.1.2. Compliance with Imperial College's Code of Practice on Freedom of Speech and the 1986 Education Act.
    - 5.1.3. Whether there is a risk of breaking the Union's Equality and Diversity policies.

- 5.1.4. The reputational and physical risk to the Union and the impact on its charitable purpose.
- 5.1.5. The reputational and physical risk to the College and the impact on the Union's relationship with it
- 5.2. A procedures document will be in place which provides extra detail regarding the processes which will be used to inform the decisions required by section 5.1. This document will be reviewed bi-annually by the Finance & Risk Committee.
- 5.3. Wherever possible the organiser of an event will be given the chance to change aspects of the event to conform to this or other policies.
- 5.4. If College Security are of the opinion that the physical security of the building, attendees or College members cannot be guaranteed the event must be cancelled. Appeals against decisions of College Security should be made to the College Secretary.
- 5.5. Conditions may be placed on events by the Deputy President (Clubs & Societies) or their nominee before they are granted permission to go ahead. These include but are not limited to:
  - 5.5.1. Ticketing the event
  - 5.5.2. Pre-registration of attendees
  - 5.5.3. Restricting entry to:
    - 5.5.3.1. Members of a society
    - 5.5.3.2. Students of Imperial College London
    - 5.5.3.3. Students and staff of Imperial College London
    - 5.5.3.4. Students at a Higher Education Institution
  - 5.5.4. Extra Security or stewarding, the costs of which will in principle fall on the organiser of the event.
  - 5.5.5. Imposing a Chair designated by the Deputy President (Clubs & Societies) or their nominee
  - 5.5.6. Putting a requirement on the format of the event – for example, that there is a question and answer session, or opportunity for debate of the topic.
  - 5.5.7. Putting requirements or restrictions on the advertising and promotion of the event
  - 5.5.8. Having a Union observer at the event
  - 5.5.9. Specifying certain seating, entry/exit or other venue configuration requirements.
  - 5.5.10. Requiring the speaker(s) to submit their speech beforehand, or sign a statement demonstrating their understanding of their responsibilities and obligations.

- 5.5.11. Imposing a no audio recording, photographs or videos ruling.
- 5.6. Appeals to restrictions placed on events by a nominee of the Deputy President (Clubs & Societies) may be made to Deputy President (Clubs & Societies). Appeals to restrictions placed on events by the Deputy President (Clubs & Societies) may be made to the Union President or their nominee.
- 5.7. Additionally the College's Code of Practice on Freedom of Speech, outlines the conditions that the College Secretary may put in place for events on Imperial College premises.
- 5.8. Furthermore restrictions may be placed on an event by the College or by an external venue.
- 5.9. Consideration should be given to whether there are individuals or groups on campus who could be consulted or informed of visiting speakers or certain topics being discussed.

## 6. **Enforcement and reporting**

- 6.1. The Union's disciplinary measures within Bye Law E may be implemented against the event organiser and/or committee member(s) of the responsible student group in the event of disrepute, disorder, breach of Union or College policy, non-compliance with imposed restrictions or unlawfulness arising from the speaker or attendees. College or police action may also be consequences.
- 6.2. The Deputy President (Clubs & Societies) or their nominee will periodically update the Trustee Board on decisions that have been made in relation to this policy.
- 6.3. An annual report will be presented to the Trustee Board detailing notable decisions or levels of restrictions imposed, together with information about events which were cancelled or where any difficulties were encountered.
- 6.4. This policy will be reviewed annually by the Trustee Board.



**Imperial College Union**

Beit Quadrangle  
Prince Consort Road  
London  
SW7 2BB

Registered Charity No: 1151241

Tel: 020 7594 8060  
Fax: 020 7594 8065  
Email: [union@imperial.ac.uk](mailto:union@imperial.ac.uk)  
Twitter: @icunion

[imperialcollegeunion.org](http://imperialcollegeunion.org)

