

## Overview of Booking Process

The process for accepting a booking for events which are not part of an academic programme are shown below. Those responsible for making or accepting bookings should ensure that they have read the whole policy. This includes the booking of external campus spaces for events.

1. Room booking form completed including details of speaker and title of event. Organiser confirms agreement to terms and conditions of booking.
2. Review of the event to consider whether there have previously been any concerns linked to the speaker or the type of event. Consideration of whether the event may contain any controversial issues. **If yes proceed to risk assessment.**
3. If the event has an external speaker conduct due diligence checks. **If due diligence checks indicate concerns proceed to risk assessment.**
4. Does the booking indicate that it is a single gender event or that there will be designated seating for men and women. **If yes seek advice from the Director of Student Life about whether the event meets an Equality Act exemption. If there is no Equality Act exemption the event will be declined and further discussion will take place with the person making the booking.**
5. If the answers to all of the above are no then identify if there is a suitable space and make booking.
6. If the answers to 2 or 3 are yes then a risk assessment will be conducted to ensure the event can go ahead safely. If appropriate measures can be identified then the booking will be made.