



## Internal Room Booking Policy

All internal room bookings should be made to the Director of Operations through the College reception. The following information should be submitted when making the request:

- the name(s) of the organiser(s)
- the name(s) of any speaker(s)
- an outline of the activities to be undertaken during the event.

Internal bookings for activities outside of the normal operation (academic or administrative) of the College should copy the above information to the Director of Operations.

If the Director of Operations has any concerns, these will be discussed in the first instance with the proposed organiser and/or other senior College staff. If the concerns cannot be removed in negotiation with the organiser(s) then the room booking request may be denied by the Director of Operations.

Those booking rooms for faith-related activities should:

- Respect the ethos of the College and its Equality and Diversity policy.
- Respect other people's freedom within the law to express their beliefs and convictions.
- Enable understanding of what others actually believe and value, and letting them express this in their own terms.
- Respect the convictions of others about food, dress and social etiquette and not behaving in ways which cause needless offence.
- Be straightforward about the intentions of the activity.
- Respect the right of others to disagree with the activity organisers.
- Actively avoid the encouragement of violent or terrorist activities.

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