

# PROCTORIAL NOTICE

## MEETINGS AND EVENTS ON UNIVERSITY PREMISES

### ***Code of practice under section 43 of the Education (No 2) Act 1986***

**This applies to all members, students, and employees of the University and includes premises occupied by the Cambridge University Students' Union or the Graduate Union and both outdoor and indoor meetings and events.**

Anyone in doubt about the application of this Code is required to consult the Senior Proctor, who, in consultation with the Registry's Office, will determine whether the provisions apply. The code can be inspected at:

<http://www.admin.cam.ac.uk/univ/so/pdfs/ordinance02.pdf> page 197-198

#### **Authority for meetings and events on University premises**

In the case of meetings or events held in space assigned to a single Faculty or Department, permission from that authority is required. In other cases, permission from the central authority responsible for the space is needed and if a room is reserved a booking must be made at least fourteen working days in advance. Further details are available in the Event Booking Guide at:

[https://www.em.admin.cam.ac.uk/files/uoc\\_event\\_booking\\_guidance\\_0.pdf](https://www.em.admin.cam.ac.uk/files/uoc_event_booking_guidance_0.pdf)

Exceptionally, to fulfil a legal duty, there may be escalation by the authority to a Referral Group (and members of the University may also do this, by email to Prevent@admin.cam.ac.uk). A decision by the Group that an event is not to take place or is subject to conditions is then binding on all concerned, but with a right to appeal to the Vice-Chancellor or their deputy.

#### **Management of meetings and events**

Organizers must comply with any conditions set and must meet the cost of complying. The responsibility rests with the organizers

#### **Notification of the Proctors**

In addition to obtaining permission, if the meeting or event is to be addressed or attended by persons who are not resident members of the University, the organizers are required to give notice to the Senior Proctor. This may be given either on the form used to book the premises or directly to [senior.proctor@cam.ac.uk](mailto:senior.proctor@cam.ac.uk) and should be received at least seven working days in advance (although The Senior Proctor may agree to receive information closer to the time of the meeting or event). Notification is not required for academic meetings organized by a Faculty or Department or any meetings or classes of meetings approved for the purpose by the Senior Proctor as being commonly or customarily held on University premises.

#### **Other Legal Requirements**

The attention of organizers is drawn to sections 11 and 14 of the Public Order Act 1986, concerning processions and assemblies, and to legislation concerning incitement to violence, breach of the peace or racial hatred or events that cause serious public disorder or breaches of the peace. Attention is also drawn to the Licensing Acts, which apply to certain University premises, including the University Centre.

Alleged breaches of discipline may be brought by the University Advocate before the University Tribunal, the Discipline Committee, or the Discipline Board, as appropriate.

**John Xuereb**  
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*Senior Proctor 2018-19*

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