

MEETINGS AND EVENTS ON UNIVERSITY PREMISES

Code of practice under section 43 of the Education (No 2) Act 1986¹

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 to both outdoor and indoor meetings and events. Any person who is in any doubt about its application to any meeting or public gathering is under an obligation to consult the Senior Proctor, who, in consultation with the officers of the Registry's Office, will determine whether the Code applies.

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

Exceptionally and 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 preventconfidential@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 meet the cost of compliance. They must also comply with instructions given by a Proctor, or other University officer, or any person authorized to act on behalf of the University, in the proper discharge of their duty. Failure to do so is a disciplinary offence.

Notification of the Proctors

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

Other Legal Requirements

Attention 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 and to the Licensing Acts, which apply to certain University premises, including the University Centre.

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¹ *Ordinances, Chapter II, Discipline, Meetings and Public Gatherings on University Premises*
<https://www.admin.cam.ac.uk/univ/so/>