

## *The University of Buckingham Students' Union Events Policy*

### **1. Students' Union**

**1.1** The University has a statutory obligation to prevent people from being drawn into terrorism under Section 26 of the Counter-Terrorism & Security Act 2015 and has introduced a Policy to comply with the Prevent Duty.

**1.2** The Students' Union is required to have specific policies stating which activities are, and are not, permitted by students under the Policy. In doing so the Students' Union has created a number of procedures that need to be followed by societies, clubs or individuals so we can maintain a safe environment for all students. The Students' Union has a direct relationship with the University – appointed Prevent Lead. The Students' Union President is a member of the University of Buckingham Prevent Group thereby ensuring that students are consulted fully on University policy in this area and that information is disseminated to the student body.

**1.3** In order to safeguard the safety and well-being of students the Students' Union has implemented a number of policies listed below. These are aimed at complying with the Prevent Duty.

#### **1.3.1 Access and Control**

- (i)** No religious or geopolitical events hosted by students may be permitted unless hosted by a recognised Student Union society.
- (ii)** Any society wishing to host such an event will speak to the concerned SU Officer who will then evaluate and pass the booking application on to the Prevent Coordinator/ Prevent Group for consultation, detailing comprehensive speaker history and event talk points.  
In achieving this the SU has an Events Form that all societies wishing to hold an event must submit at least three (3) weeks prior to the event, (attached as Appendix 1).
- (iii)** At the beginning of each term the SU will provide the Prevent Group with a calendar of events that are planned by societies.
- (iv)** External bookings of academic speakers and conferences are treated in the same way thus ensuring that the University knows who is on campus and the reason why.
- (v)** To ensure that the University is compliant with its statutory obligations there can be no exceptions.
- (vi)** Societies such as the Christian Union and the Islamic Society, inter alia, are Buckingham student led societies which are permitted. Specific churches or mosques may not become a society, neither will external leadership of a society be permitted.

- (vii) All speakers addressing students or staff in relation to religious or geopolitical issues must be approved through the appropriate channel and must comply with the University regulations.
- (viii) Prayer rooms and other spaces used for worship or religious purposes are managed under the “Prayer Room Protocol”.

## 2. Events

- 2.1 Any society wishing to host an event such as meet and greet, party, social meeting, speaker event or conference must complete and submit the Events Form. The Events Form has all information needed for a society or club to hold an event. The form is a “contract” i.e. once signed, students are bound to the terms and conditions within it.
- 2.2 **Meet & Greet:** is a small social event that a number of societies hold once a term. This event is about introducing to new students the aims and objectives of the society.
- 2.3 **Speaker events:** The society will need to fill the events form and provide details of the speaker, for example; the name of the speaker, his area of expertise, the title of the talk and if is open to the general public.
- 2.4 **Society talks:** A society each term may hold a number of talks. The President of the society will provide dates and topics of conversation.
- 2.5 **Society Conference:** Some Students’ Union societies, such as the Model United Nations Society, host conferences a few times per year. The main focus of such conferences is determined by the society subject to the rules outlined in this document. Society conferences are only open to students and members of staff. Society conferences are headed by the President of the Society and two members of the academic staff who are knowledgeable in the field concerned. Employees of the Students’ Union Office attend society conferences in an overseeing capacity.
- 2.6 **Suitability of Events.** The Students’ Union reserves the right to not permit the use of its premises if the use is deemed to put the University at risk against its statutory obligations under Section 26 of the Counter-Terrorism & Security Act 2015. Furthermore, the Students’ Union, in consultation with the University, may impose a number of restrictions including, but not limited to:
  - Issuance of tickets and/or restricting the number persons attending
  - The introduction of additional speaker(s) with opposing views, in the interest of balance
  - A restriction on promotional material such as banners
  - Arrangements for the chairing of meetings or staff attendance
  - The right to terminate the event prematurely.

## APPENDIX 1

---

**Event Submission Form**

---

**Brief Explanation:**

This form is best used for simple requests. If you have a single or multi-day event please call the SU Events Personnel at **01280 820 238**. We would be happy to assist you!

Our office hours are Monday through Friday, 9am to 4pm.

The form must be returned to the SU Office 3 weeks prior to the Event. Any forms returned incomplete will not be accepted and any changes made after the submission of the form may be rejected by the Events Personnel.

**\*If you have any problems completing this form the SU Office staff will help you.**

All requests will be given due consideration. All events must adhere to the University's Health & Safety regulations.

**Event Submission Form**

This request is for a ...  Student Society  
 Individual Event  
 Department Event

**Basic Information**

---

Name

First

Last

Position in Society

**Society Name (no  
Acronyms please)**

**Email**

**Phone**

**Will you be collecting  
money?**

Yes

No

**Department Staff/  
Advisor Name  
(If applicable)**

First

Last

## **Event Location**

---

**Venue**

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

The Refectory

The OTM Bar

ADR Building

MB1 / MB2

Chandos Road Building

Verney Park

Beloff Lawn

Radcliffe Centre

Off Campus

Please specify

## **Event Information**

---

**Title & Description of Event**

**Audience**

UoB Students

Faculty or Staff

General Public

**Check all that apply**

**Estimated Attendance**

**Will guests be charged fee?**

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No

**Will there be food at your event?**

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No

Customers must consult University Catering Services. Catering has its own set prices for any event in the Student Union. If Catering consents, an outside food source may be used. If you are not using University Catering, a Temporary Food Application must be completed. All beverages served must be with the consent of UoB Bar. (You can negotiate some drink promotion prices with the Bar Manager).

**Event Occurrence**

<input type="checkbox"/>	One - Time
<input type="checkbox"/>	Weekly
<input type="checkbox"/>	Monthly
<input type="checkbox"/>	Other <input type="text"/> Please specify

**Event Date / Time**

---

**Date**

**Start Time**

                  HH          MM          AM/PM

**End Time**

HH

MM

AM/PM

### Room Configuration

---

**Room Set – Up  
(How would you  
like the Refectory to  
be set-up)**

<input type="checkbox"/>	Stage
<input type="checkbox"/>	Open Floor
<input type="checkbox"/>	LED dancefloor

**Other Specific Room  
Set – UP instructions**

**Equipment Needed**

<input type="checkbox"/>	Audio Visual Equipment
<input type="checkbox"/>	Smartphone/Tablet Audio Connection
<input type="checkbox"/>	Laptop
<input type="checkbox"/>	Laptop Speakers
<input type="checkbox"/>	Projector

**Check all that apply**

**Microphones  
How many?**

<input type="checkbox"/>	Wireless
<input type="checkbox"/>	Cable

## Other Equipment Needed

## On the date of the Event

---

### Setting – up

**Names and student ID of society members assisting the Event Team Set-up for their society party:**

Full Name: ..... Student ID.....

Full Name: ..... Student ID: .....

Full Name: ..... Student ID: .....

Full Name: ..... Student ID: .....

### Packing Away

**Names and student ID of society members assisting the Event Team Set-up for their society party:**

Full Name: ..... Student ID.....

Full Name: ..... Student ID: .....

Full Name: ..... Student ID: .....

Full Name: ..... Student ID: .....

<b>INCOME</b>	<b>Amount</b>			
	<b>Price</b>	<b>No. of Attendees</b>	<b>Society Members Price</b>	
<b>Ticket Price</b>				
<b>Society Funds (how much will you be using)</b>				
<b>Grant Application</b>				
<b>Sponsorship</b>				
<b>TOTAL Income</b>				

## **Budgeting Plan**

### **Expenditure**

**\*Please fill the appropriate boxes**



## Terms & Conditions

This is to verify that the information given here is the correct in relation to the proposed event. The information on this form will be used to draft the Event Poster. The Executives of the \_\_\_\_\_ Society accept these terms and conditions and are in compliance with the Health & Safety regulations.

**Society President Name:** .....

**Signature:** .....

**Society Vice President Name:** .....

**Signature:** .....

**Society Treasurer Name:** .....

**Signature:** .....

**Society Secretary Name:** .....

**Signature:** .....

**Society Committee Member Name:** .....

	<b>Description</b>	<b>Cost</b>
<b>Venue Hire</b>		
<b>Venue Deposit</b>		
<b>Technical Cost</b>		
<b>Ticket Printing</b>		
<b>Food Costs</b>		
<b>Drink Cost</b>		
<b>Decorations</b>		
<b>Speaker Costs</b>		
<b>Travel Expenses</b>		
<b>Band/ Entertainment</b>		
<b>Prizes</b>		
<b>Accommodation Costs</b>		
<b>Insurance Costs</b>		
<b>Other Cost</b>		
<b>Total Expenditure</b>		

Signature: .....

**For SU Office Use Only**

---

Approval for Event  Yes

No

Name of SU Office Personnel: .....

Signature: .....

Date: \_\_\_\_\_