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POLICY

1. Introduction

Scope
The Royal Holloway University Founder’s Square Events Policy aims to provide a clear framework for the consideration and programming of events on Founder’s Square.

For the purposes of this document, an ‘Event’ is defined as any meeting, formal or informal gathering or other activity due to take place at, on behalf of, or in association with the University. Events may be for staff, students, visitors, or members of the public (where attendance has been co-ordinated in advance).

This policy covers both one-off events and recurring outdoor events, defined as follows:

- **One-off events**: events that are intended to take place only once and will be considered for approval on a case-by-case basis.
- **Recurring events**: existing events, or those that are intended to feature on a recurring basis in the University’s calendar. These will require initial approval and then annual review and re-approval if changes to requirements occur.

‘Founder’s Square’ is contained within the ‘Heritage Quarter’ and is defined as the paved area between the Emily Wilding Davison Building and the Founder’s Building. (See appendix A)

The ‘Heritage Quarter’ covers the area from the east side of the Emily Wilding Davison Building and Windsor building (adjacent to the Arts Building and the Computer Centre), through Founder’s Square, the Founder’s building, the Quadrangles, and the grassed space adjacent to the tennis courts and car park 12. (See appendix A)

Vision
The Heritage Quarter is both an iconic space and a working campus; as custodians of this space and a grade 1 listed building the University is committed to honouring and protecting the heritage as well as enabling a wide range of recreational, cultural, social, and educational activities in line with the University’s vision.

2. Priorities

Activities will be encouraged that enhance the quality of life for students, staff and visitors; promote active citizenship and a positive image of the University regionally, nationally, and internationally. Events must be designed and managed to protect, preserve and enhance the historic nature of the University properties and grounds.

Priority will be given to University events such as Open Days, Graduation Ceremonies, Summer Ball, Science Festival, Arrival Weekend (Start of Session).
3. Agreed Principles

So far as is reasonably practicable, this policy seeks to ensure that all events that take place at, on behalf of, or in association with Royal Holloway University follow the agreed principles outlined below:

a) Events in which a clear association with the University exists should not be detrimental to the institution's reputation.

b) Events avoid disruption through noise and/or visual distraction at peak studying times, and in particular during exams period, and considers those living and working in Founder's Building and studying in the library.

c) All events that take place at, on behalf of, or in association with the University (including student-led events) are compliant with all relevant UK health and safety legislation, codes of practice, guidance, standards etc. relating to events, together with University health and safety policies, guidance and procedures.

d) All relevant departments are informed of any events taking place in outdoor locations around campus (including the Conference Office in Commercial Services, the Maintenance, Security and Car Parking teams located in the Estates Department, and the Communications and Marketing Department).

e) Proposals for any outdoor events on Founder's Square to be held on behalf of, or in association with the University gain the necessary approval.
GUIDE TO EVENTS

1. Introduction

- Proposals for any outdoor events on Founder’s Square to be held on behalf of, or in association with the University gain the necessary approval by submitting a completed ‘Request for Approval’ form (appendix B) for consideration and authorization to the Chief Operating Officer’s office prior to any further arrangements made.

- Following receipt of approval from the Chief Operating Officer’s office the ‘Request for Approval’ form should be forwarded to the Conference Office in the Commercial Services Department to check whether the requested dates are available and book onto the University space allocation system.

- The University’s Premises Licence authorizes licensable activity for regulated entertainment: plays; performance of dance (indoors and outdoors); films (indoors and outdoors); live music; recorded music; making music; dancing; entertainment of a similar description to that of making music and dancing; provision of late night refreshment (indoors only); sale by retail of alcohol on and off the premises. Authority must be obtained from the University’s Designated Premises Supervisor for any of the above activities, as detailed in the Founder’s Square Events Procedure document (to be published shortly).

- Applications for student-led activity should be brought to the attention of the Students’ Union or Student Life Team in the first instance.

- Applications for staff-led events should be brought to the attention of the Marketing and Communications Events Office, to enable the team to develop an up-to-date calendar of University-wide events to enhance understanding of, and opportunities in relation to, our events offering.

- Event Managers will complete the Founder’s Square Events Procedure document (to be published shortly) and accept responsibility for full compliance of all obligations and requirements, and co-ordination with all relevant University departments.

- Events must be in keeping with the heritage quarter. The use of large marquees will not normally be approved in order to keep the Square an open space. Small marquees may be considered but the Royal Holloway marquees which are appropriately branded must be used (contact Marketing and Communications for further information on using these College-owned marquees).

2. Event costs

External hire: any costs will be advised by the Conference Office, please ensure liaison with the team.

The organisers shall be held responsible for any loss of or damage to University property and third party property caused by delegates. Charges for any loss or damage will be added to the final invoice.

All bookings will be charged VAT at the rate applicable at the time of the event.
3. Criteria for agreement to an event

The Event Manager will complete the Founder’s Square Event Procedure document (to be published shortly), submitting the Request for Approval form (appendix B) to the Chief Operating Officer’s office for initial approval no later than 12 weeks prior to the date of the event.

Once initial approval has been received the Event Manager will submit the approved Request for Approval form to the Conference Office to check dates requested and ensure reservation of the space is booked onto the University system no later than 10 weeks prior to the date of the event. Coordination with other departments and services is the responsibility of the Event Manager.

The Event Manager will liaise at all times with the Emily Wilding Davison Building Manager

4. Programme exclusions

The policy acknowledges exclusions in place by the University for events across campus. The designated area can only be used for agreed events and to be considered must meet the tolerance of the exclusions below.

- Any event likely to provoke public disorder
- Any events that include the use of performing animals
- Any event that would cast doubt on the integrity of the University
- Fireworks, lanterns and balloon releases are prohibited
- Founder’s Square to be an alcohol free zone, in line with wider campus*
- Licensable activity not covered by the University’s Premises Licence
- The area is not recognised as a catering area for internal social events

*Exclusion not enforced on some agreed events

5. Environmental protection

The Event Manager should evidence that full consideration and prevention procedures have been implemented where possible to ensure:

- Disruption to local residents, the University community, residents in Founder’s Building and studying in the Emily Wilding Davison Building is kept to a minimum.
- University buildings, grounds, flora and fauna will be respected.
- No posters, notices or bill boards may be displayed around the Heritage Quarter without the permission of the Emily Wilding Davison Building Manager.
- Wet weather contingency will be arranged.
- All food and beverage consumed within the venue must be provided by the University or one of its nominated suppliers. It is not permitted to bring outside catering onto campus.
- The University is committed to implementing sustainable waste management practices. Current recycling and reuse rates ensure that none of the University’s waste is sent to landfill. The Event Manager is responsible for all waste generated by their event; recycling facilities are available and if necessary additional facilities can be provided for the event.
- Smoking should take place in the designated areas; Founder’s Square operates a no-smoking policy.
- Founder’s Square remains a pedestrian-only area, eg. no cycling, skateboarding, hover-boarding.
6. Legislation, regulations and guidance

Legislative Context

The Health and Safety at Work etc. Act 1974 applies to all work activities, including events. It requires employers to ensure, so far as reasonably practicable, the health and safety of their employees, and anyone else who may be affected by their activities, including non-employees such as students.

The Management of Health and Safety at Work Regulations 1999 apply to everyone at work, regardless of the nature of that work. The Regulations require employers to plan, control, organise, monitor and review their work activities. Employers should assess the risks associated with significant hazards presented by the work activity, including events, in order to identify the preventative and precautionary measures necessary to reduce and control these risks. Specific hazards, such as manual handling, must be specifically risk assessed under separate legislation.

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) require that certain types of accidents, specific cases of occupational ill health and certain dangerous occurrences must be reported to the Health and Safety Executive. In certain circumstances this can include injuries sustained by non-employees, e.g. students and members of the public attending events.

All events must conform wherever applicable to relevant legislation, including but not limited to:

- Health and Safety at Work Act 1974
- Data Protection Act 1994 and 1998
- Equality Act 2010
- The Management of Health and Safety at Work Regulations 1999
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- Town and Country Planning Act 1990
- University Premises Licence
- The Children’s Act 1989
- Regulatory Reform (Fire Safety) Order 2005
- Wildlife and Countryside Act 1981
- Noise Act 1996
- Construction (Design and Management) Regulations 2015

The University has a procedure for inviting speakers to University events to assist students and staff organising events. The procedures contain important information to ensure events comply with the University Code of Practice for Freedom of Speech and the University Prevent obligations.

In accordance with the University’s commitment to equality and diversity this Policy has been written and screened to avoid discrimination and promote a positive approach to race, disability and gender issues.
Royal Holloway University, Founder’s Square: Request for Approval
Send to: COO, FBE02 / Email to: Eleanor.ellis@rhul.ac.uk

1. Title of event

2. Event Manager contact details

<table>
<thead>
<tr>
<th>Name:</th>
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<tbody>
<tr>
<td>Department:</td>
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<tr>
<td>Extension number:</td>
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<tr>
<td>Email address:</td>
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</tbody>
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3. Details of event

| Date:                     |
| Start time:               |
| Finish time:              |
| Dismantling time:         |

Estimated numbers to attend:
Nature / purpose of the event:
Recurring event: Y / N Frequency of recurrence:
Main additional equipment required (eg: marquees, stands, screens):
Description of event, including any programme / timetable:

Please explain why Founder’s Square better suits the event above any other space on campus and include details of where the event was held in previous years, if applicable:

Authorisation from Head of Department / School:

Signature........................................ Name.................................................................
Department / School................................................................. Date...................................

Approved by the Chief Operating Officer, Dr David Ashton

Signature.................................................................
Date.................................................. Recurrence of event approved: ☐