

Document Title: Booking & Conduct of Events held on AA Premises
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Date Approved: June 2025
Approved by: Prevent Duty Working Group
Cycle for Review: Annually
Date for Next Review: June 2026
Location of Publication: Intranet



Booking and Conduct of Events held on AA Premises

Arrangements for the Booking of Meetings

These provisions apply to any meetings or activities involving a group of people. It does not apply to normal teaching sessions or other academic or administrative meetings unless an outside speaker and an audience is involved.

(i) Internal bookings

In order to book a meeting or event on AA School premises all staff (academic and administrative) and students are advised of the following procedure:

- a) Booking the Room/Venue: Please see the Undergraduate and Core Studies Co-ordinator, Undergraduate and Core Studies Assistant and Postgraduate Co-ordinator. Bookings are only made by these designated members of staff.
- b) Any student or member of staff proposing to organise an event on AA School premises shall ensure that a single person is appointed as the "**Principal Organiser**" of the event.
- c) The Principal Organiser is deemed by the School to be responsible for the event, for ensuring that the School's property, furnishings and equipment are treated with respect and for any liabilities or consequences arising out of the event.
- d) The Principal Organiser shall give notice of the proposed event at least one week before the proposed date of the event. This is required to ensure the appropriate security, AV and catering requirements (if applicable) can be provided.

The "**Principal Organiser**" is required to provide the following to the designated member of staff undertaking the booking:

- the nature of the meeting
- numbers of attendees, whether it is internal and limited to AA School students and staff, external attendees only or both
- the nature of the event (meeting, seminar, lecture etc.)
- the name(s) of the speaker(s)
- the topics to be addressed at the event (title, a few sentences on what the event endeavours to do)

Additional Requirements

- 1) Room/Venue layout requirements
- 2) Is AV equipment needed, does this need to be set up in the room (Is this during normal AA operational hours, please specify)
- 3) Are security staff required (Is this during normal AA operational hours, please specify)
- 4) Additional sound proofing for exceptional arrangements
- 5) Is catering required (Is this during normal AA operational hours, please specify)
- 6) What advertisement arrangements are there, including the content of posters and information on the web.
- 7) Provisions for ensuring that the Room/Venue is left in a clean and tidy condition

The Principal Organiser may wish to refer to the full Health & Safety Guidance for Event Safety:
HSE - The event safety guide - <https://www.hse.gov.uk/event-safety/>

Once the booking has been made it is then the Principle Organiser's responsibility to provide details of what they require to the individual departments.

Approval of an event - An event will not be approved if:

- there are reasonable grounds for believing that the speaker or other persons at the event will incite others to commit criminal acts, such as acts of violence and/or the incitement of racial or religious hatred;
- there are reasonable grounds for believing that opinions may be expressed in a way that is contrary to English law, or which infringe the human rights of others;
- the event appears to be in direct support of an organisation that is unlawful or proscribed; (For Proscribed Terrorist Groups see <https://www.gov.uk/government/publications/proscribed-terror-groups-or-organisations--2>)
- the event may cause a breach of the Terrorism Act 2006 including the encouragement or inducement to, or glorification of the commission, preparation or instigation of acts of terrorism or disseminating terrorist publications;
- the event is likely to contravene health and safety legislation, or cause a breach of the peace, or cause a public order offence;
- the scale or nature of the event is demonstrably unsuitable for the Schools facilities or is likely to disrupt its other activities;
- staff, students or other internal or external groups or individuals have misled the School about the nature of the event by falsifying or concealing information;
- proper procedures have not been followed;
- or if it is thought that the event may attract numbers in excess of the room/lecture theatre capacity

Terrorism (Protection of Premises) Act 2025

Commonly referred to as Martyn's Law, is intended to improve protective security and organisational preparedness across the UK.

The new Act requires certain premises and events to ensure steps have been taken to prepare for potential terrorist attacks and get ready to help keep people safe in the event of an attack. In addition, certain larger premises and events will be required to consider and, where appropriate, take steps to reduce their vulnerability to acts of terrorism.