

ROOM BOOKING AND EVENTS POLICY

Purpose

1. Richmond American University London (“the University”) recognises that its teaching, meeting, and event spaces are an important part of the academic, operational, and community life of the institution. The University seeks to ensure that these spaces are managed in a fair, safe, consistent, and sustainable manner which supports the student experience, protects the wellbeing of all users, and enables appropriate external engagement and commercial activity where aligned with institutional priorities.
2. This policy establishes the overarching principles governing the booking, allocation, and external use of University rooms and event spaces. It is intended to provide a clear framework for how space is prioritised, how events are assessed, and the standards expected of those using University facilities.
3. The policy supports the University’s wider commitments relating to health and safety, safeguarding, accessibility, operational resilience, business continuity, and effective stewardship of University resources.

Scope

4. This policy applies to all teaching rooms, meeting rooms, specialist spaces, and event areas operated or managed by the University, including:
 - a. the Chiswick Park campus; and
 - b. the Leeds campus.
5. The policy applies to all staff, students, contractors, visitors, partners, and external organisations seeking to use University space for academic, operational, social, cultural, or commercial purposes.
6. The Chiswick Park campus represents the University’s primary teaching and events location and contains the majority of the University’s bookable teaching, meeting, and specialist spaces.
7. The Leeds campus has limited bookable space consisting primarily of a small meeting room and informal operational meeting space. The Leeds campus is not intended to operate as a conference or large-scale events venue under this policy.

8. This policy does not extend to hotel-operated conference, hospitality, or event facilities associated with the Leeds location, which remain under the management, control, and separate booking arrangements of the hotel operator.

Principle of Space Use

9. The University's primary responsibility is to support the delivery of its academic programmes and the wider student experience. As such, teaching, learning, assessment, exams, and student-focused activity will normally take precedence over other uses of space.
10. The University also recognises the value of its facilities in supporting institutional collaboration, external engagement, community activity, conferences, and appropriate commercial partnerships. External use of University space may therefore be permitted where it is compatible with the University's operational requirements, values, and statutory obligations.
11. All use of University space should reflect the professional and inclusive environment of the institution. Users are expected to act responsibly, respect shared facilities, and ensure that activities do not unreasonably disrupt teaching, study, or other University operations.
12. The University reserves the right to refuse, amend, relocate, or cancel bookings where necessary in order to:
 - protect health, safety, or security;
 - accommodate academic priorities;
 - manage operational pressures;
 - respond to emergency situations or business continuity incidents; or
 - protect the reputation and interests of the University.

Governance and Responsibilities

13. Overall operational responsibility for room booking coordination and event oversight sits with the Estates & Facilities department, working in collaboration with Academic Registry, Security, IT, Student Affairs, and other relevant departments where appropriate.
14. Academic Registry retains responsibility for the coordination of the academic timetable and the allocation of teaching space required to support approved programmes and courses.

15. Individuals or departments organising events are responsible for ensuring that appropriate information is provided to the University in sufficient time to enable suitable planning, review, and approval processes to take place.
16. The University expects event organisers and external users to engage constructively with reasonable operational, safety, safeguarding, and security requirements associated with the use of University premises.

Internal Room Booking and Events

17. Internal room bookings are intended to support normal University activity including meetings, teaching support, student engagement, and operational requirements.
18. The University encourages staff and students to use space responsibly and efficiently, recognising that room availability is often limited, particularly during teaching periods. Users should therefore ensure that bookings are genuinely required, are cancelled when no longer needed, and remain proportionate to the size and nature of the activity taking place.
19. Some activities may require additional planning or oversight due to their scale, complexity, timing, or attendee profile. This may include events involving external guests, larger audiences, specialist equipment, catering, extended operating hours, or activities which may create additional operational or reputational considerations.
20. In such circumstances, the University may require further information in advance to ensure that the activity can be appropriately supported and managed.

External Room Booking and Events

21. The University may make rooms and facilities available for external use where this does not adversely affect academic operations, the student experience, or the day-to-day functioning of the institution.
22. External room hire activity is primarily intended to take place at the Chiswick Park campus, where the University has appropriate teaching, meeting, and event infrastructure. Due to the operational nature and limited scale of the Leeds campus, external hire opportunities at Leeds will normally be limited to small meetings or partnership activity directly connected to University operations. The Leeds campus is not intended to function as a conference or large-scale events venue under this policy, and this policy does not extend to hotel-operated conference or hospitality facilities associated with the Leeds location.
23. External bookings are considered on a case-by-case basis and will take into account factors such as:
 - a. operational feasibility;

- b. health and safety considerations;
- c. safeguarding implications;
- d. security and reputational risk;
- e. staffing and resource requirements; and
- f. compatibility with the University's values and educational objectives.

24. The University will not normally permit activity which may:

- a. create unacceptable safety or security risks;
- b. conflict with legal or public order obligations;
- c. undermine the inclusive and respectful environment expected within the University community; or
- d. generate disproportionate operational disruption.

25. The University may require organisers of events, external speakers, or room booking requestors to complete an External Speaker / Prevent Duty declaration form where considered appropriate. This is to support the University's obligations under the Counter-Terrorism and Security Act 2015, associated Prevent Duty guidance, and relevant Office for Students (OfS) expectations applicable to Higher Education providers. The University reserves the right to request additional information, impose reasonable conditions, or refuse/cancel bookings where concerns are identified relating to legal compliance, safety, safeguarding, unlawful activity, extremist content, or reputational risk.

26. All external speakers, visitors, guests, and room booking users accessing University IT systems, guest WiFi, or digital services must comply with the University's IT Acceptable Use Policy and any associated procedures. Users must not engage in unlawful, offensive, disruptive, harmful, or unauthorised activity, including misuse of University networks, systems, or data. This includes (but is not limited to) harassment, accessing or distributing offensive material, unauthorised access attempts, hacking activity, introducing malware, crypto-currency mining, disclosure of confidential information, or any activity likely to damage the University's systems, operations, reputation, or legal compliance obligations. The University reserves the right to suspend access, terminate bookings, or involve law enforcement authorities where misuse, unlawful activity, or breaches of University policy are suspected. All use of University systems and networks is subject to applicable UK legislation, including the UK GDPR, Data Protection Act 2018, Counter-Terrorism and Security Act 2015, and associated Prevent Duty guidance

27. External organisations may be required to provide supporting documentation including insurance information, risk assessments, safeguarding arrangements, licences, or other evidence of compliance appropriate to the nature of the proposed activity.

28. The University may apply charges for the external hire of rooms and facilities. Charges are intended to reflect operational costs, market conditions, and the value of the facilities being provided, whilst remaining proportionate and commercially reasonable.
29. Room hire rates are approved through the University's governance processes and may be reviewed periodically.
30. The University reserves the right to apply additional charges where events require enhanced operational support, including security, cleaning, technical support, catering coordination, or out-of-hours access.
31. Reduced or discretionary rates may be considered where there is a strategic, educational, charitable, or partnership benefit to the University.

Health, Safety and Security

32. All use of University premises must comply with applicable health and safety legislation and with the University's own policies, procedures, and emergency arrangements.
33. The University adopts a proportionate and risk-based approach to event management. Depending on the nature of the activity, organisers may be required to complete risk assessments or provide additional information relating to attendee management, accessibility, safeguarding, security, or emergency planning.
34. The University reserves the right to introduce additional controls or operational conditions where reasonably necessary to protect people, property, or operations. This may include measures relating to visitor management, crowd control, fire safety, emergency response arrangements, or enhanced security requirements.
35. All users of University space are expected to behave in a manner which supports a safe, respectful, and inclusive environment.

Accessibility and Inclusion

36. The University is committed to promoting accessibility and inclusion across its operations and events. Event organisers should give reasonable consideration to accessibility requirements and should engage with the University at an early stage where additional support or adjustments may be required.

37. The University may decline activities where it is not reasonably practicable to manage associated accessibility, safeguarding, welfare, or operational risks.

Data Protection and Privacy

38. Information collected in relation to room bookings or event management shall be processed in accordance with the Data Protection Act 2018 and UK GDPR requirements.
39. Personal information will only be used for legitimate operational, safety, security, or administrative purposes associated with the booking or event.

Breach of Policy

40. Failure to comply with this policy, associated procedures, or reasonable operational instructions may result in:
- a. cancellation of bookings;
 - b. restriction of future use of University facilities;
 - c. recovery of costs incurred by the University; or
 - d. escalation under relevant University procedures where appropriate

Monitoring and Review

41. The University will periodically review room booking and event arrangements to ensure they remain operationally effective, proportionate, and aligned with legislative requirements and institutional priorities.
42. This policy will normally be reviewed every two years, or sooner where required due to operational, legislative, or organisational change.

VERSION MANAGEMENT

Responsible Department: Estates & Facilities			
Approving Body: University Board (on recommendation of Operations Committee)			
Version no.	Key Changes	Date of Approval	Date of Effect
1.	New Policy	2 June 2026	September 2026
		Restricted Access? <i>Tick as appropriate:</i> Yes ☐ No ☒	