Emily Wilding
Davison Building

The Atrium

Events Policy &
Guide to Booking
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POLICY

1. Introduction

Definition

The Atrium is defined as the entrance thoroughfare in the Emily Wilding Davison Building, running the length between the main entrance opposite Founder’s Building to the second entrance facing the Arts Building. (See appendix A)

The Atrium Events Policy and Guide to Booking aims to provide a clear framework for the consideration and programming of events in The Atrium in the Emily Wilding Davison Building.

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 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.

The Emily Wilding Davison Building is contained within the ‘Heritage Quarter’ and is located opposite the Founder’s Building and Founder’s Square and the Windsor Building. (See appendix B)

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 B)

The services that operate within the Emily Wilding Davison Building are:

• Library Services (including the Archive and special collections)
• Student Services Centre
• Careers and Employability Services
• The Union Shop
• The Café on the Square
• Santander Bank
• IT support helpdesk

There is also an Exhibition Space, enquiries on the programme should be directed to the curator: Exhibitions@royalholloway.ac.uk or visit www.royalholloway.ac.uk/exhibitions
Vision

Named after one of Britain's most famous suffragettes, and Royal Holloway alumna, Emily Wilding Davison, aligning our principles of equality and opportunity with the campaigning spirit and focus on equality that the suffragettes worked tirelessly for.

Royal Holloway has invested in this building in order to enhance student experience and as a direct result of feedback from students. This state-of-the-art building provides an innovative environment created to meet the needs of students and staff today, and in the future. Both striking and sensitive in design, it complements our iconic Founder's Building, and sits in the heart of the College's beautiful, leafy campus.

The Atrium is the largest open indoor space on campus.

2. Priorities

Activities in The Atrium will need to fit with the principles of enhancing the quality of life for students, within a building that will significantly enable our students to access the support and services they need, from enrolment through to graduation.

Priority will be given to University events connected with Open Days, Graduation Ceremonies, Science Festival, Arrival Weekend (Start of Session).

The Atrium houses many student-facing services, including the University Library which is open for study purposes 24/7 for 350 days in the year. It should be recognised that the Emily Wilding Davison Building will be a busy destination and thoroughfare for students and that study spaces should be respected in terms of noise levels from any events held in The Atrium.

Events must be designed and managed to protect, preserve and enhance the historic nature of the University properties and grounds.

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 need to be in synergy with other activities taking place within the Emily Wilding Davison Building and should consider and respect those working in the building.

c) In particular, events need to: avoid noise and/or visual distraction for those studying within the Library and for those living and working in the Founder’s Building, eg. through projection facilities.
d) 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.

e) All relevant departments are informed of any events taking place in the Atrium (including the Emily Wilding Davison Building Manager, the Conference Office in Commercial Services, the Security and Car Parking teams located in the Estates Department, and the Events Office in the Communications and Marketing Department).

f) Proposals for any events in the Atrium to be held on behalf of, or in association with the University gain the necessary approval.
GUIDE TO EVENTS

1. Introduction

- Proposals for any events in The Atrium 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 C) for consideration and authorization to the Director of Academic Services’ office prior to any further arrangements made no later than 12 weeks prior to the event.

- Following receipt of approval from the Director of Academic Services’ 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 no later than 10 weeks prior to the date of the event, and the Emily Wilding Davison Building Manager.

- 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: J.Main@royalholloway.ac.uk

- 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 liaise with the Emily Wilding Davison Building Manager at all times (John.Brannan@royalholloway.ac.uk), and accept responsibility for full compliance of all obligations and requirements, and co-ordination with all relevant University departments.

- Co-ordination with other departments and services is the responsibility of the Event Manager.

- The organisers shall be held responsible for any loss of or damage to University property and third party property caused by delegates. Costs for any loss or damage will charged to the Event Manager.
2. 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 that is disruptive to those working and studying in the Emily Wilding Davison Building, eg in terms of noise levels or visual distractions
- The Emily Wilding Davison Building is a no-smoking building, including The Atrium, in line with wider campus
- 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
- The Atrium 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

3. 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.
- 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.
4. 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, eg. 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.
Emily Wilding Davison Building, The Atrium: Request for Approval

Email to: AcademicServices@rhul.ac.uk

1. Title of event

2. Event Manager contact details

Name:
Department:
Extension number:
Email address:

3. Details of event

Date:
Start time:
Finish time:
Dismantling time:

Estimated numbers to attend:
Nature / purpose of the event:
Brief description of event:

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

On the next page please provide detailed information of the event, such as
• equipment to be set up (eg. tables, stands, screens, catering)
• using the plan at Appendix A, describe where you intend to position your event and equipment
• if any other part of the Emily Wilding Davison Building will be required
• programme / timetable for the event
Detailed information for event to be held in The Atrium:

Authorisation from Head of Department / School:
Signature.......................................................... Name.................................................................
Department / School........................................................... Date...........................................

Approved by the Director of Academic Services, John Tuck
Signature........................................................................................................
Date.............................................................