

THE STUDENTS' UNION (THE SU) EVENTS POLICY

Vision: The SU is committed fully to freedom of expression and upholding its duties as a registered charity and active participant in the University of Bath community.

Rationale: To ensure that appropriate support is in place for events arranged by The SU, affiliated student groups or individual student members acting under its remit.

It also exists to ensure that The SU complies with its legal and regulatory obligations, including the University's code of practice regarding Freedom of Expression ([Regulation 18](#)).

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Planning an Event

An [event planner](#) must be completed (at least 4 weeks prior to being advertised) whenever an event (on or off campus) meets any of the following criteria:

- ✓ Has external speaker(s) (people not a part of The SU or University) attending;
- ✓ Discussing potentially 'controversial' topic(s);
- ✓ Has possible expenditure over £2,000;
- ✓ Has possibly over 200 people attending;
- ✓ Involves cooking food or the sale/provision of alcohol;
- ✓ Requires an online product (i.e. tickets);
- ✓ Is a fundraiser;

Until formal approval has been received from The SU and the University (*if necessary*), the event organiser should not enter into any formal arrangements for the planned event, including its promotion.

Approval is not required for any small events that do not meet any of the criteria outlined above.

Checks carried out by The SU

The SU will check the information supplied within the event planner and work with the event organiser(s) to address any areas they identify which could be improved or require further action.

In particular The SU will review any risks or concerns including:

- Budget;
- Health & safety;
- Insurance;
- Reputation;
- Public order;
- Any legal obligations.

Any events which are potentially controversial will be referred to The SU Chief Executive who will either:

- determine it is not controversial and approve the event to go ahead;
- determine it is controversial and refer it to the University for checking.

Checks carried out by the University

The SU will, in accordance with University's [Regulation 18](#), refer to the University for checking any external speaker(s) or 'controversial' events that may:

- Involve anyone from a political party;
- Infringe the rights of other people;
- Discriminate against other people;
- Risk drawing people into terrorism;
- Incite people to commit criminal acts;
- Offend or cause protest from parts of the University's community.

The SU will work with the University to review the arrangements that have been put in place to manage such events to ensure they are adequate to:

- safeguard the health and safety of individuals attending the event or within its vicinity;
- ensure that public order will be maintained.

If not in place already, the University may set any of the following conditions (or others in line with [Regulation 18](#)) as requirements that must be met in order for the event to proceed:

- attendance is restricted to staff/students only;
- attendance is limited to a set number of people;
- University security must oversee all security arrangements;
- there must be stewards/security present;
- it must take place at a specific venue;
- a speaker must be balanced by one or more speakers with opposing views;
- specific arrangements must be in place for chairing the event;
- specific arrangements to end the event prematurely if necessary;
- restrictions around admission/exclusion of press, television or broadcasting personal;
- restrictions around the provision or sale of alcohol.

Right to stop an Event or refuse an External Speaker

The SU or University reserve the right to stop any event or refuse any external speaker(s) attending any event if:

- the procedures within this policy or [Regulation 18](#) have not been followed correctly;
- incorrect or incomplete information has been supplied;
- arrangements are not suitable enough to protect individuals or maintain public order;
- insufficient time is allowed to carry out compliance checks.

How to lodge a complaint

If any person having completed the process outlined within this policy is dissatisfied they may lodge a complaint via The SU [complaints & disciplinary procedures](#).