

# University Events Booking Policy

## 1. Purpose

The purpose of this policy is to ensure that a wide range of events accommodated by Leeds Trinity are appropriately supported and facilities are used safely and efficiently.

This policy puts in place processes to ensure that;

- The expectations of the event organiser are proactively managed.
- There is an exemplary experience for the event attendee.
- Leeds Trinity's reputation is not compromised as a result of hosting an event.
- Potential reputational and commercial opportunities are realised when space is not being utilised for its core purposes.
- There is a clear route for organisations that wish to access our space, including local community organisations and groups.
- There is effective space management.

The policy also outlines the model to be used to establish if commercial hire charges are applied for the use of rooms and facilities depending on the category of the event being organised.

## 2. Introduction

This policy covers internal event bookings for all University rooms and facilities. On occasion this may also extend to the use of other venues to deliver University events for either part or all of an event.

For the purpose of this document, internal events are defined as those that use university space or resources that;

- i. Are facilitated by university staff or students and/or
- ii. Are co-sponsored by Leeds Trinity or a school or department thereof

Throughout this policy, internal events will be described as 'events'.

This policy ensures that the wide range of events accommodated at the University are appropriately supported and that facilities are used safely and efficiently.

The policy outlines the model used to establish the category of event being organised and therefore which charges should be applied (or waived) for the use of rooms and facilities. The policy outlines the process by which internal stakeholders can apply for hire charges to be waived or reduced in order to facilitate or develop a strategic partnership with an external organisation.

### Out of Scope

The following events fall out of scope of this policy and instead fall within commercial processes;

- i. Commercial bookings, i.e. events organised by an external organisation with little or no involvement from LTU staff or a school or department and with no direct link to LTU teaching or research. Commercial bookings are subject to separate contracts, booking conditions and the collation of additional information.
- ii. Regular sports bookings, i.e. training, fixtures, activity classes or individual pitch bookings.



## 3. Roles and Responsibilities

3.1 It is the responsibility of any member of staff booking an event to;

- (i) be aware of this policy.
- (ii) comply with the procedures outlined in this policy.

3.2 It is the responsibility of managers to;

- (i) ensure that staff who report to them who may book events understand this policy.
- (ii) ensure that staff who report to them comply with the procedures outlined in this policy.

3.3 It is the responsibility of the Head of Commercial Enterprises to;

- (i) ensure that advice and support is available to managers on the implementation of this policy.
- (ii) monitor the operation and effectiveness of this policy making amendments where required.

## 4. Checking Potential Availability

Prior to planning an event, the organiser should check other events that are currently booked in. Events booked can be found on Events Calendar on the intranet; [Events \(sharepoint.com\)](#)

Event organisers should be mindful that other events may already be in process and that there may be other pressures on resources on their chosen day, such as parking, catering, porters, cleaners, etc. Nonetheless the Events Calendar provides a good indicator as to what may be possible.

Events are unlikely to be approved if they clash with major university events such as graduation, open days or arrivals week.

## 5. Procedure



Appendix I demonstrates the key steps anyone wishing to book an event will go through in the events booking process. These are as follows;

**Step 1: Enquiry.** Where to take the idea depends on whether the proposed event is a Continuing Professional Development (CPD) Event or Short course or not. If it is a CPD Event or Short Course, then the enquirer must complete a CPD/Short Course Business Plan and send to [cpd@leedstrinity.ac.uk](mailto:cpd@leedstrinity.ac.uk) for review. If it's not a CPD or Short Course then the enquirer must complete an internal booking form, providing the following information, no later than 8 weeks in advance;

- Proposed date(s) and time(s)
- Purpose of the event
- Preferred spaces
- Target audience
- Resource requirements, including catering.
- Third party associations and/or partners
- Proposed delegate charges
- Budget (if known or approved)

Once the booking form is complete it is to be sent to [events@leedstrinity.ac.uk](mailto:events@leedstrinity.ac.uk) for assessment.

If your event is at short notice, this needs to be agreed with your Executive member prior to progressing. Submission of an enquiry does not equate to approval of an event.

### Risk Assessments

With the exception of non-catered events attended solely by adults in standard classroom setups and single table setups in the atrium, the event organiser must submit an event risk assessment.

Decisions on whether an event can proceed may be subject to review of the risk assessment. Risk assessments need to be carried out on the proposed activities, attractions or situations and control measures put in place for those risks which present a foreseeable and significant risk of injury.

The event organiser is to take responsibility for the risk assessment and should have a good understanding of the proposed event so they have a good idea of what could go wrong.

If there are significant risks then the event may be referred to Health & Safety for consideration prior to approval. Examples as to when events would likely be referred include, but are not limited to, events with under 18's or other vulnerable participants, inflatable play, staging, marquees, gazebos and other structures, generators, high number of guests, political, reputational risk, transportation, medicine, animals, working at heights, accessibility concerns, flight, outdoor catering and noise.

**Step 2: Approval.** At approval stage, further information may be required depending on the nature of the event, such as risk assessments or completion of an external speakers form in the event of a VIP, politician, or potentially controversial speaker or subject.

Approval will consider the nature of the event, risks & mitigations, University priorities, pre-existing bookings and availability of resources. Events that are unlikely to be approved would be events with only very minimal benefit to students or the University and events proposed when there is insufficient capacity on campus or that significantly impact on students, staff or other events.

Event organisers should have considered and provide information on resource to support the event, along with confirmation of budget available/likely costs, and Leadership/Executive support.

Decisions on event suitability are to be triaged by relevant event leads based on available resources and other priorities as follows;

<b>Prime Purpose of Event</b>	<b>Decision Maker</b>
Student recruitment	Student Recruitment
Enhance student experience Health and wellbeing of students, including social events	Student Engagement & Residence Life
Employability prospects / Graduate Outcomes	Graduate Outcomes and Enterprise
Target Strategic Partners	External Engagement and Business Development
Raise the profile or enhance the reputation of Leeds Trinity	Corporate Communications
Income generation	Conference and Events
Other prime purposes, such as events requested by Board	To be determined by nature of event

The decision maker will liaise with the enquirer directly and provide a checklist of next steps that they need to follow and confirm before approval can be given e.g. room bookings, projects, parking, health & safety, catering, communications etc.

**Step 3: Resource Allocation.** Once approved, the event enquirer will be contacted to confirm this and resources to support the event will be allocated as appropriate, along with confirmation of budgets and costs where applicable.

The event enquirer must then ensure that they progress any outstanding items from the checklist and prepare to complete the online events calendar on the Intranet.

**Step 4: Publish Event.** The event is launched along with booking information (including financial if applicable). Marketing or Student Communications support may be provided at this point, if confirmed as part of the enquiry/approval stage. The event enquirer must then ensure that they complete the online events calendar on the Intranet. If the event is a research or knowledge exchange event then the enquirer must ensure that they also contact the Research and Knowledge Exchange office.

Registration details will also be published as agreed as part of the enquiry/approval stage, either: Eventbrite for a University-wide event, agreed with Corporate Communications; Microsoft Forms for more specific events; or the Online Store for paid events (e.g. where attendees need to purchase a ticket).

**Step 5: Monitor and Review.** Registrations for the event will be monitored regularly by the enquirer, seeking support as needed, to ensure appropriate adaptations to the event plan, such as increase or decrease in the size of the plenary room or changes to catering. Only in extreme cases will an event be postponed or cancelled. Provided there are sufficient registrations the event will proceed. Post-event forms may be used to determine what went well and potential improvements for future similar events.

## 6. Event Categories

To better understand the different types of events which take place at Leeds Trinity University, it is expected that non-teaching activity will fall into one of the following categories on pages 7 to 9.



<b>Event Category</b>	<b>Example Events</b>	<b>Room Hire Charges:</b>	<b>Support for event provided by:</b>
<p><b>CATEGORY 1 (Internal Events)</b> Internal events which are organised by a member of Leeds Trinity staff and will only be attended by Leeds Trinity staff/students or prospective students</p>	<p>Committee meetings Staff meetings Training / Staff Induction events Staff social events Student social events Open Days Student recruitment events &amp; outreach Examinations Enrolment Welcome Week Careers Fairs</p>	<p>N/A</p>	<p>The relevant department</p>
<p><b>CATEGORY 2 (Academic or Catholic Public Facing Events)</b> Outward-facing Leeds Trinity events, which promote or disseminate LTU teaching, the Catholic mission or research. These events must be primarily organised by LTU staff and not hosted on behalf of an external organisation. A fee may be charged for</p>	<p>Public Lectures / School Annual Lectures Research seminars and colloquia Research days Any event run by LTU staff/students where hosting at</p>	<p>N/A</p>	<p>The relevant academic or department</p>



<b>Event Category</b>	<b>Example Events</b>	<b>Room Hire Charges:</b>	<b>Support for event provided by:</b>
<p>attendance, but this must only be to cover direct event costs (e.g. catering, out of hours portering, security).</p> <p>LTU public performances, such as film showings or exhibitions for which attendees may or may not be charged. Performances must be primarily produced and organised by LTU staff/students, but may be produced in collaboration with partner arts and cultural organisations.</p>	<p>LTU would bring tangible non-commercial reputational or academic benefits to the University.</p> <p>LTU Produced Film showings Christmas Carol Concert Exhibitions</p>		
<p><b>CATEGORY 3 (Leeds Trinity Corporate Events)</b></p> <p>Corporate events organised by LTU to develop links with external partners, stakeholders or the alumni community to strengthen external partnerships and further LTU fundraising objectives (typically Alumni events).</p>	<p>Alumni Reunions/Receptions Launch Events/Building Openings Corporate Stakeholder Engagement</p>	N/A	Corporate Communications
<p><b>CATEGORY 4 (Semi Commercial Events)</b></p> <p>Events which are primarily organised by an external organisation where LTU staff or a</p>	<p>Academic conferences/events primarily organised by an external organisation, but with direct involvement from an LTU member of staff (e.g. through</p>	Yes, unless an exemption has been approved.	Commercial Services



Event Category	Example Events	Room Hire Charges:	Support for event provided by:
<p>department are professionally involved and have agreed to host. The event must have a link to LTU teaching or research and should be open to LTU staff/students to attend. The event may charge a delegate fee to cover costs and/or generate revenue.</p> <p>Includes other events co-organised, co-branded, co-funded or 'sponsored', including Community Events, by LTU and an external organisation, except those covered by other categories.</p>	<p>membership of an external organising committee)</p> <p>Any event run by an external organisation, including community events, where hosting at LTU would bring tangible non-commercial benefits to the University</p> <p>Community events</p> <p>Local school events, (e.g. Catholic Schools Carol Concert)</p> <p>TV or film production</p>		
<p><b>CATEGORY 5 (Fully Commercial Events)</b></p> <p>Events organised by an external organisation with little or no involvement from LTU staff or a school/department and no direct link to LTU teaching or research</p>	<p>External conference bookings</p> <p>TV or film production</p>	<p>Yes, unless an exemption has been approved.</p>	<p>Commercial Services</p>

When commercial charges are applicable, Commercial Services will determine these and all bookings will be subject to Commercial Services terms and conditions.

## 7. Waiving or Reducing Fees

The automatic assumption is that full commercial charges will not apply to events where it is recognised that there will be a clear benefit to Leeds Trinity from hosting the events and this policy should not be an obstacle to facilitating these activities and forming strategic partnerships.

Where an event would bring significant non-commercial benefit to Leeds Trinity and/or a strategic partnership with an external organisation then an application can be made for room hire charges to be waived or reduced.

Key considerations in waiving or reducing fees will be;

- a. Clearly defined objectives for the event
- b. Alignment with the University's ethos and academic portfolio
- c. Impact on the student experience
- d. Attendees such as Board, University Executive Group members, Government representatives, VIPs or people of public interest
- e. Potential for a significant number of attendees
- f. Likelihood of attracting positive media attention
- g. What charges, if any, are to be applied to event attendees
- h. Risk assessment (including any possible reputational or security risks)
- i. The overall availability of resources and event production costs

In instances where commercial charges are waived or reduced, charges may be applied internally to cover the cost of the event, such as staff resource, event materials, catering, etc.

## 8. Hosting Events Off-Campus

The policy recognises that there will be occasion for university events to be held partially or entirely off campus, such as provision of an event at City Campus with a requirement for additional breakout rooms elsewhere in Leeds.

Procurement of venues off campus must comply with the University's procurement procedures and book via a Leeds Trinity approved venue finding agency. Should you wish to hire a Publicly owned venue, an expedited process may be available. Please obtain guidance from the university's Procurement Team before contacting the venue finding agencies.