guildofstudents Pick & Mix

Pick & Mix leaflets are available on a variety of topics, designed to assist you as thoroughly as possible with running your group or understanding the Guild of Students generally

To find out more information, visit the Guild online:
www.guildofstudents.com/studentgroupsandvolunteering

The Student Development department is located on the ground floor of the Guild of Students, and supports student groups, volunteering and training.

Student Development Counter:
The first port of call for any queries and for any administration regarding your group, volunteering or training. During holidays, we're open 12-3pm Mon-Fri, and our general Term-time opening hours are:

11am-5.30pm Monday - Thursday
11am-4.30pm - Fridays.

The general student group area for committees is open 9am-9pm on weekdays and 10am-8pm at weekends, which you can use for committee meetings, checking emails and organising your group. You have access to computers, a printer and photocopier, workspace and your pigeonholes.

Disclaimer: The information in this leaflet only provides general guidance. The leaflet should not be regarded or relied upon as a complete or authoritative statement. University of Birmingham Guild of Students will not accept any liability for any claims or inconvenience as a result of information in this leaflet.

guildofstudents Pick & Mix

BOOKING A ROOM, EVENT ON CAMPUS, GETTING A GUEST SPEAKER

This leaflet explains how you can book a room throughout campus, hold an event outside and the process for inviting guest speakers onto campus. The same process also applies to film showings and video clips.

Your first points of contact for all your event needs are the Student Development department and Reception in the Guild of Students.

FURTHER INFORMATION

Student Development
Tel. 0121 251 2424
www.guildofstudents.com/studentgroupsandvolunteering
studentgroups@guild.bham.ac.uk

Counter opening times
Monday — Thursday 11—5.30
Friday 11—4.30

How to book a room in the Guild

Complete a Room Booking Enquiry Form which can be obtained at the Guild reception, or by e-mailing roombookings@guild.bham.ac.uk, or downloaded from our website. The most popular times for rooms are 5-9pm on weekdays, so if you can move your meeting to earlier in the day, you might have a better chance of getting the room you want. We advise you to check out the rooms before booking them to make sure they meet your needs.

Any recurring bookings, or bookings which require any special arrangements to be made, such as I.T set up, external speakers, catering or tech, must be done through the Events and Room Bookings Coordinator (roombookings@guild.bham.ac.uk). The table at the back of this leaflet may help you decide which room you wish to book.

How to book a room in the University

Any Guild-recognised group can hire a room in the University for free. To book a room, complete a University room booking form available at www.guildofstudents.com and you will hear back in a few days. At least 3 working days notice is needed, so get your requests in as soon as possible.

This covers most lecture theatres and the Learning Centre, but not the Business School, MedSchool or Staff House. They do not accept bookings outside of term-time, and may not give you a room if your activity is likely to be noisy or disrupt nearby rooms, or if you're having food and drink.

St Francis Hall/Chaplaincy

The Chaplaincy have rooms available for student groups to use during daytime. Their availability may be limited at certain times, and the religious and faith groups have priority, but they're worth trying if you need a handy venue close to the Guild. For information and bookings, ring 0121 4147000 or email chaplaincy@contacts.bham.ac.uk or via the website, www.chaplaincy.bham.ac.uk or go in and ask.

Rooms available in Guild

Usual capacity relates to the default layout, boardroom-style (around a central table); maximum capacity is for theatre-style (seating in rows). If you book a room without IT equipment but you need a laptop, projector and screen, you can book them through Student Development.

Room	Capacity	Notes
Green Room	14 (usual) 20 (max)	Hard floor, piano; no IT
Harvey Milk Room (formerly TTS)	16 (usual) 30 (max)	Carpet; no IT
Basement Meeting room	20	Carpet, no IT
Basement rehearsal room	25	Carpet, no IT; limited furniture
Pankhurst Room	10 (informal)	Carpet, no IT; sofas (not boardroom style)
Tolkien Room	10	Carpet, no IT
Room of Requirement	10	Carpet, no IT
McKellan Room	20	Carpet, no IT; no disabled access
Debating Office	6	Carpet, no IT; no disabled access
Mandela Room	16 (usual) 45 (max)	Built-in projector and computer, carpet.
Rosa Parks Room	20 (usual) 60 (max)	Only 1 small table. Built-in projector and computer. Carpet
Amos Room	20 (usual) 60 (max)	Built-in projector and computer. Hard floor
Guild Council Chamber	230	Built-in projector and computer, tiered seating
Dance Studio	50	Built-in sound system. Hard floor; no furniture
Beorma Bar	60 (usual) 140 (max standing)	Hard floor; no IT; bar can be staffed with minimum bartake
Underground	150 (seated) 550 (standing)	Hard floor; no IT; stage; bar can be staffed with minimum bartake; usually no furniture
Debating Hall	200 (seated) 550 (standing)	Hard floor; stage; usually no furniture unless requested; no IT

Is there anyone who would be denied speakers' rights?

The Guild prides its self on being a safe space for all students to socialise and feel comfortable. In line with this we have a no platform policy which prohibits some people speaking in the Guild. This policy is not meant to restrict debate.

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The No Platform Policy States...

1. To condemn racism and discrimination in every form

2. To ensure that the importance of not providing a platform to such speakers is promoted by the Guild but that the importance and value of free and open debate among University of Birmingham students is also respected and upheld.

3. To lobby University Authorities to ensure that no speakers who may incite racial hatred or discrimination are given a platform to speak as regulated by the Public Order Act 1986

4. If a student breaks this code of conduct they may be disciplined in line with Guild policy and procedures

5. To work with the NUS and groups, such as Searchlight and the Student Assembly Against Racism, raising awareness of racism and fascism.

Holding an event on campus

Any student group wishing to hold an outdoor event on University premises must complete an 'event on campus' form. This form should also be completed if you are want to do any of the following:

- Temporary structures
- Displays (banners/posters/vehicles/exhibitions)
- Leaflet distribution
- Market Research/Surveys
- Stalls
- Entertainment including inflatables
- Ring Road Closure (sporting events)
- Charity collections (excluding those in the Guild)

General info about Guild room bookings

- Room hire in the Guild is free for recognised student groups.
- Rooms are available from 9.00am onwards on a weekday, from 10am on a Saturday and from 11.00am on a Sunday.
- Rooms can generally be booked up until 10pm (apart from on a Saturday) unless you have a Venue booked and special arrangements have been made with the Events and Room Bookings Co-ordinator.
- Outside of term times, the building is open for room bookings between 9am and 5pm Monday to Friday (closed at weekends)
- Student Groups must ensure that the times at which they book a room include set-up and set-down.
- Student Groups are responsible for ensuring that the rooms they use are returned to their original layout and are left clean and tidy.
- All meetings involving film showings or guest speakers require a Speaker Request form to be submitted at least 14 days in advance
- All equipment must be booked by the Student Group through Student Development and societies are responsible for the safety and return of that equipment.
- If you are selling tickets for your event, you must declare this to the Events and Room Bookings Co-ordinator.

- The Guild's Venues Department may be obliged to provide the Student Group with Guild security at a cost payable by the Group if the nature of the event warrants it.
- In line with the Guild's health and safety policy, all events/meetings for which more than 100 people are expected will require provision of Guild security at a cost payable by the Group. This applies to all committee rooms/venues. Where Guild security is not being provided, if your expected number is exceeded, charges will be applied to the Group thereafter.
- Furniture cannot be moved/borrowed from other committee rooms unless first authorised by the Events and Room Bookings Co-ordinator.
- Student Groups will be held responsible for the safe return of the committee room keys they sign out. The Guild reserves the right to charge the last user for replacement locks if a key is not returned.
- All events in any room require a risk assessment and activity form/ notification
- Any event that involves costs will require a retail voucher to be submitted to the Events and Room Bookings Co-ordinator at least 7 days before your event, without it, your event cannot go ahead. Retail vouchers are obtained from the Student Development Counter.

Guest speakers & Freedom of Speech policy

The Guild has policy and procedures regarding external speakers in order to enshrine our commitment to Freedom of Speech while ensuring we act in the best interests of our students and in a socially responsible manner. We are committed to facilitating debate and discussion to further the extra-curricular development of our students. Constitutionally, the Guild is committed to Freedom of Speech and to supporting student societies in obtaining external speakers.

There are, however, limitations on this commitment as set by laws that protect individuals and groups from intimidation, discrimination and the incitement of a crime. As the organisation that facilitates your events we are bound by theses laws and must always act within the law to ensure we

When looking for guest speakers, be realistic about the resources you have available to you:

- Is there another group who may have links to a good speaker? E.g. political or campaigning groups?
- Are there lecturers or PHD students who may be prepared to speak?
- Do we work with charities/organisations who may be able to put you in touch?

The University has contact details for University speakers who can come and speak at your events www.birmingham.ac.uk/community/speakers

When do we need to fill out a guest speaker form?

You need to fill out a guest speaker form if you are having a guest speaker/ instructor/teacher coming to one of your activities. You also need to submit a form for film showings and any video-clips. Please note that as a condition of the University's film license, you can't charge anyone to watch films on campus.

Freedom of speech rider: to be included on event publicity

The Freedom of Speech Rider we have included in the Speaker Event Pack is aimed at increasing awareness of our policy amongst all attendees at your event, including those not classified as speakers. With that in mind, you must copy and paste this rider on to the bottom of emails you send out inviting people to your event, for example on your club or society mailing list, as well as the event pages you set up on the internet, for example on Facebook. It is essential that this be circulated as due to the nature of some events, even those that are not classified as speakers will be voicing their opinions and contributing to discussions.

The Freedom of Speech rider can be downloaded from www.guildofstudents.com/committee resources/risk assessments.

risk speaker is identified, including health and safety risks, reputational risks or risks to students, the President, VP Activities and Development, members of the Guild Senior Management Team and UoB Senior Management Team may be involved in the decision-making process.

The 'Briefing for External Speakers' document provided on our website must be circulated to all speakers in advance of submission of the form. You then need to confirm with them that they agree to comply with Guild policy during the event, and note this on the form.

While we realise that the bureaucratic burden of forms is not insignificant, we hope you understand that the information you provide is important for us to be able to fairly assess each speaker and make a decision that is in the best interests of the students and of the Guild. Overall, responsibility for all Guild activity, including student group events, lies with the Guild Trustee Board.

Full details of the University's Code of Practice on Freedom of Speech can be found at: http://www.as.bham.ac.uk/legislation/docs/COP_Freedom_of_Speech.pdf

How do we attract guest speakers?

Obviously you can use students to hold a debate, discussion or talk but it can be interesting to have an expert come and talk to your group.

At the Guild of Students, we don't have a reputation for huge celebrities or major politicians; that doesn't mean that you shouldn't try to get someone famous, but it may take you a little more work and creativity when pitching your idea. It doesn't mean that you shouldn't try to get someone famous, but it may take you a little more work and creativity when pitching your idea.

provide a safe environment for our students. This includes:

- Forbidding of communication which is threatening, abusive or insulting, or intended to harass, alarm or distress.
- Forbidding of communication which targets a person or group of people based on their skin colour, race, nationality, ethnicity, religion or sexuality.
- Reaffirming that it is a criminal offence to incite or encourage others to commit a crime, including acts of terrorism.

When approving external speaker requests, it is important that we take into consideration any risks associated with the speaker attending the event so that we can work with you to mitigate them. This may require additional support and resources so the more time we have to prepare the better. Risks we have to take into consideration when approving a speaker include student wellbeing and health and safety. We also consider the history of the speaker and any media attention they have received previously.

Laws regarding discrimination, incitement and intimidation are taken into account when reviewing the history of the speaker to ensure that we are not perceived to be providing a platform for illegal activity. We will also consider any particular student groups that may take offence at the invitation of the speaker to an event and will encourage you to contact them in advance to discuss their concerns.

To request an external speaker to attend your event or to show a film or a video clip, you must complete a speaker request form which can be downloaded from www.guildofstudents.com/committee members resources/risk assessments . It is important that you include as much information as possible and notify the Guild of any significant history you are aware of or any media interest you suspect may be initiated by the invite. We will send the form back to you to be updated if you do not provide all the information requested. The form must be submitted a minimum of two weeks before the date of your event. The speaker approval process initially involves the Student Development department. In instances where a high