

QUEENS' COLLEGE

DEANS' PERMISSION FORM FOR A MEETING

Under Section 43 of the Education (No.2) Act 1986

Name of the College Member taking responsibility for the meeting ..... Date of application.....

Email address: .....

Room required for the meeting .....

Date of the meeting .....

Time and duration of the meeting .....

Number of guests attending the meeting including speakers.....

Purpose of the meeting.....

Please supply a brief description of the talks and activities which will take place at the meeting

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Will meeting be open to the public (Yes / No)

If not open to the public, who may attend.....

Name & Contact details (& Colleges if any) of organisers

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Name and contact details of the expected speakers or presenters (whether or not members of the College, The University or any organisation represented)

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**If you have not received the Dean's permission and the event goes ahead you will be in breach of college regulations**

1. Permission is required for all meetings to which speakers or guests are invited and for all other meetings, whether or not the meeting is open to the public. Meetings must comply with the College's PREVENT policies and procedures and the College's Code of Practice for Meetings, copies of which are available in the Bursars' Secretary's Office.

**2. THE PERSON TO WHOM PERMISSION IS GIVEN IS RESPONSIBLE FOR THE CONDUCT OF ALL PERSONS PRESENT AT THE MEETING. ANY COSTS INCURRED AS A RESULT OF THE MEETING (E.G. CLEANING, DAMAGE) WILL BE CHARGED TO THE PERSON TO WHOM PERMISSION IS GIVEN. BY ACCEPTING PERMISSION, YOU ACCEPT THIS CONDITION.**

3. The College, acting through the Dean of College, endeavours to give permission for all meetings so far as this is compatible with the general law, the aims and objects of the College (including its charitable status) and with the good order and peaceful conduct of the business of the College.

DEAN'S SIGNATURE .....DATE.....