



UCLan

Student Regulations and Policies

uclan.ac.uk/studentcontract

CLASSIFICATION	DOCUMENT DESCRIPTION
----------------	----------------------

Classification

other activities which fall within any class specified in this Code, together with the conduct required of staff and students in connection with such meetings and activities.

- e) The University has regard to the need to ensure that academic staff have freedom within the

- f) Where there is a dispute about the interpretation of this Code or his/her ruling in a particular instance, the matter may be referred to the Vice- Chancellor or in his/her absence, a member of the

7.1 Meetings and similar organised events

- a) All internal bookings of Estates managed rooms on University premises should be made in accordance with Estates Room Booking Procedures;
<https://intranet.uclan.ac.uk/ou/fm/Pages/Home.aspx>
- b) Any booking of University facilities by or on behalf of an external person or organisation must be made subject to the Conditions of Hire of University Facilities. Such bookings are administered by the Conference and Events Management Section of Estates at:
http://www.uclan.ac.uk/conference_events/conference_venues.php
- c) All bookings of rooms or use of spaces on University premises by both internal and external persons are subject to compliance with this Code.
[https://www.uclan.ac.uk/t-4\(ed\)3y_ph/ts/magn\(\)-4go_vening](https://www.uclan.ac.uk/t-4(ed)3y_ph/ts/magn()-4go_vening)
- d) Organisers of meetings and other events are advised that room bookings and/or notification should always take place at the earliest possible date. Bookings may have to be refused, even where minimum times are complied with, if there is insufficient time in which to complete the necessary arrangements and procedures (including any appeal).
- e) It is the responsibility of those who organise meetings or similar events to ensure that the question as to whether a meeting may be a (as defined in paragraph 6) has been properly considered in good time by relevant University staff with all decisions appropriately recorded. In the event of doubt, advice should be sought from the Chief Operating Officer.

7.2 Display of Notices etc. and Distribution of Literature

Regulations governing posters, notices, temporary signs and the26(sd(i)6((t)6rm)-3(i)5(bu3[t]-4(i)15son)3

7.5

Practice

The Code of Practice relating to the operation
U8HQWV1

Union is available from the