

CONFERENCE LETTINGS POLICY

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CONFERENCE LETTINGS POLICY		
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This document sets out the principles and procedures for letting out any part of All Nation Christian College's premises to hirers.		
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ALL NATIONS CHRISTIAN COLLEGE

To cultivate biblically rooted, hope-filled and culturally relevant engagement with God's mission, by training and equipping disciples of Jesus Christ in partnership with the global church.

CONFERENCE LETTINGS POLICY

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2 INTRODUCTION

- 2.1** All Nations Christian College is a Christian intercultural learning community that is privileged to be situated in beautiful surroundings. We are happy to share our site with others who wish to hire our premises. The hiring of our premises is managed through a subsidiary known as All Nations Trading Limited, which is wholly owned by All Nations Christian College Limited and provides conferencing, consultancy and broadband services. The purpose of the subsidiary is to generate funds for the College and profits are gift aided to the College each year. All trading activity is therefore required to comply with the College's Acceptable Code of Behaviour as set out in section 5 of this policy.
- 2.2** The College is committed to ensuring a safe and secure environment for all those who live, work and study at the College or who hire our premises. Therefore, all those who hire our premises, organise or lead an activity at the College premises or who are invited to speak as part of a conference or other activity organised by a hirer, are required to agree to and uphold the College's Health & Safety Policy and Safeguarding Policy and procedures and all other relevant College policies as listed in section 3 of this policy.

2.3 In order to fulfil the College's obligation to maintain good order on its premises, the College imposes certain conditions and restrictions upon activities such as teaching, performances, meetings and other events held on its premises. This policy outlines those conditions.

3 LEGISLATIVE FRAMEWORK

3.1 Legislative Obligations: The College has a particular duty to comply with the following legislation:

- Human Rights Act (1998) and Articles 9, 10, 11 and 14 of the European Convention on Human Rights; which requires the College to promote freedom of thought, belief and religion, freedom of expression and freedom of association and sets out the limits to those freedoms.
- Counter Terrorism and Security Act 2015, which requires the College to do all it can to prevent people from being drawn into terrorism on our campus.
- Terrorism Act 2000, which requires the College not to arrange, or assist in arranging, meetings to support the activities of a proscribed organisation.
- Equality Act 2010 Section 149 which requires the College not to unlawfully discriminate against those with protected characteristics and to ensure equality of opportunity.
- The Racial and Religious Hatred Act 2006 and Race Relations Act 1965, which requires the College to prevent where possible, the inflammation of religious and/or racial hatred.
- Public Order Act 1986 which requires the College to prevent where possible the incitement of violence and/or threatening behaviour.
- Charities Act 2011 which requires the College to meet their obligations under charity law to promote activities which are consistent with and further the College's charitable objectives and for the public benefit.

3.2 Duty of Care: The College must also meet their general duty of care obligations to students, staff and visitors.

3.3 Related Documents: The College has written policies in order to comply with other legal obligations it has and these policies are available on request. It is the responsibility of the Hirer to be aware of their general rights and responsibilities under these policies:

- Freedom of Expression and Academic Freedom Policy which includes Event/Speakers Booking Procedures
- Safeguarding Policy
- Equal Opportunities Policy
- Health & Safety Policy
- Acceptable Use of ICT Policy
- Data Protection Policy

4 SCOPE

4.1 This policy covers any person or organisation who wishes to organise an event on the College premises. It also covers those engaged to speak at such an event. The College may, at its discretion, waive some of these policy conditions for events which are organised by members of the College community.

4.2 For the purposes of this policy, 'Hirer' 'You' or 'Your' refers to the person signing the booking agreement and includes the organisation, or person, if any, on whose behalf the booking is made. Such an organisation or person shall be jointly and severally liable with the person signing the form. The Hirer is the 'Main Organiser' who liaises with the College throughout the booking process. 'We' 'Our' or 'The College' refers to All Nations Christian College Limited and its wholly owned trading subsidiary All Nations Trading Limited.

5 ACCEPTABLE CODE OF BEHAVIOUR

- 5.1** This Code applies to all users of the College premises. It is based on principles that derive from the nature of the College as a Christian institution: biblical concepts of love and respect for individuals, property and the environment.
- 5.2** It is expected that all users of the College facilities will:
- a. Function within the framework of the College as a Christian institution;
 - b. Demonstrate respect and consideration for all College campus users;
 - c. Treat College property and its environment with respect;
 - d. Support and not undermine the College reputation at all times and therefore not behave in any way which might bring it into disrepute.
- 5.3** The College will permit the use of its premises only by organisers of events who undertake to comply with this Code, the terms and conditions of hire, and all lawful instructions issued by the College in relation to the location, arrangements and conduct of such events, including adequate stewarding and moderating, chairing, monitoring, and the provision of adequate control over entry.

6 VETTING PROCEDURE

- 6.1** The College has a responsibility to ensure that no-one on our premises is at risk of being drawn into terrorism, or engages in any other criminal activity (see section 3). We therefore have a duty to ensure that all groups wishing to hire our premises are not liable to engage in such activity.
- 6.2** Should the conference manager be unfamiliar with a group he/she will research them by checking on their website and also consulting widely amongst staff and others who may be more familiar with the group to ensure that they are bona fide and highly unlikely to indulge in any illegal activity.
- 6.3** The conference manager will also consult the Head of Operations who is also a member of the Senior Leadership Team, and the College Principal and Chief Executive Officer (CEO). Only if they are sure that the group poses no or low risk to either their own delegates or those on the College site, will consideration be given to going ahead with the booking.
- 6.4** For more information about the Hiring Vetting Procedure see Section 4 of the Procedure section of the College Freedom of Expression and Academic Freedom Policy.

7 GROUNDS FOR REFUSAL

Should the Conference Manager feel that there are reasonable grounds for refusal he/she will have a discussion with the Head of Operations and Principal/CEO who will make the final decision whether to go ahead with the booking.

- 7.1** Reasonable grounds for refusal would include, but are not limited to, a concern that the event is likely to:
- interfere with the smooth running of the College;
 - be inconsistent with the evangelical Christian tradition;
 - be inconsistent with the College's charitable objectives;
 - lead to the unlawful expression of views, especially those which might incite those attending to commit a criminal act;
 - be in direct support of an organisation whose aims and objectives are illegal; or
 - give rise to a breach of the peace.
- 7.2** In determining whether the holding of an event on College premises might reasonably be refused, where appropriate, consideration should also be given to:
- the safety of persons attending the event and persons on the College premises who might foreseeably be put at risk;
 - the security of College premises;

- the good name and reputation of the College as a Christian missionary training institution.

8 EVENT ORGANISER

- 8.1** The Hirer will appoint an Event Organiser to be responsible for liaising with the College on all details of the booking. They are also responsible for control arrangements for the event, and will be held responsible for maintaining public order and ensuring, as far as possible, that the event is conducted lawfully, safely and peacefully and, in compliance with this and all other relevant College policies.
- 8.2** The Event Organiser is responsible for informing the College of any material changes which take place after the booking is confirmed e.g., change of speaker or topic or anything which could impact on the potential legality, safety or peaceful nature of the event.
- 8.3** The Event Organiser (or someone appointed by them) is responsible for arriving in good time before their delegates, in order to welcome them and to complete the necessary administration which could include Welcome pack distribution, showing them to their rooms and orientation around the campus (including health and safety).

9 PROGRAMME AND PUBLICITY

- 9.1** At the time of the booking the Hirer will discuss the nature of the event with the Conference Manager or his/her delegate to satisfy the College that the booking is consistent with this policy. Hirers, as far as possible, are responsible for ensuring that nothing in the organisation and the holding of such events infringes the law, or College policies in any way.
- 9.2** As a final check, the College must receive a copy of the draft programme at the point of booking (see also paragraph 8.2) and the final programme, together with any advertising, as early as possible. This monitoring is important to ensure the proposed event is compliant with this policy and to determine whether any risks preventing a lawful, safe and peaceful event need to be mitigated. The College reserves the right to cancel the booking should the programme or advertising cause concern that the event be found to be non-compliant with this policy.
- 9.3** We will not normally circulate promotional material from external sources. When we receive a request to do so, the Principal/CEO will need to authorise it, before it may be circulated to staff, guests or conference delegates.

10 TERMS AND CONDITIONS

The Hirers must sign an agreement indicating that they agree to abide by the terms and conditions of the hire. This includes the agreement to abide by the terms of this policy and all relevant College policies but especially those mentioned in section 3 above.

11 SPEAKERS

- 11.1** The College has a general duty of care, as far as is practicable, to protect everyone on our site. This includes the duty to ensure that no one uses our premises to present extremist, discriminatory or harmful views or behaviour (e.g., harassment) that will compromise the College's commitment to mutual respect and tolerance.
- 11.2** As a College our aim is to share the Gospel message with grace as well as truth, being respectful towards everyone, and with a particular concern for the vulnerable in our society. We appreciate that harm can be psychological and emotional as well as physical. Therefore, the College will not tolerate spreading, seeking to spread, or permitting the spread of extremist religious or political views among visitors to the College. Whether they are Christians or not, visiting speakers **will be required to sign an agreement** that they will not express extremist ideology which could draw others into terrorism, nor express themselves in

any way which would constitute incitement to riot, insurrection, racial hatred, religious hatred, discrimination, harassment or in any other way which is illegal.

12 COSTS

- 12.1** Hirers are responsible for any costs involved in organising and holding such events. The fee will be agreed at the time of the booking along with the deposit and payment arrangements. The Hirers are also responsible for the cost of repair for any damage done to any part of the property or the contents of the buildings which may occur during the period of the hiring as a result of the hiring. (See separate Conference Fees and Payment Terms Sheet which also includes cancellation terms, costs and VAT exemption details.)
- 12.2** Should the College consider an event to be a security risk, the College may require security provision to be put in place as a condition of the Hire. In this case any security costs would be met by the Hirer.

13 LIABILITY

- 13.1** Where the Hirer is a church, charity, or other organisation, the College requires a copy of the church, charity or other organisation's Public Liability Insurance policy in order for the College to comply with its insurance regulations.
- 13.2** Neither the College management nor their employees or students, accept any liability for loss or damage to any vehicle or other property belonging to any person or organisation using the College conference facilities.

14 HEALTH AND SAFETY

- 14.1** We aim to provide and maintain a working and educational environment that is, so far as is reasonably practicable, safe and without risks to health, adequate as regards welfare facilities and that ensures that persons not in the College's employment are not exposed to risks which may arise from the College's activities.
- 14.2** We are committed to ensuring all staff are well informed and meet their Health and Safety responsibilities with the utmost integrity and respect for others and the College amenities. All persons on our site must co-operate with the Health and Safety Policy at all times by:
- Following instructions in the safety rules or notices displayed on College property;
 - Ensuring they know what to do in the event of a fire;
 - Ensuring they know what to do in the event of an accident;
 - Ensuring they know how to express any concerns regarding the content of any speaker's talk, particularly regarding the expression of views limited by legislation (see section 3);
 - Taking reasonable care for Health and Safety of themselves and of persons who may be affected by their acts or oversights;
 - Ensuring that any portable electrical appliances brought into the premises and used there shall be safe and in good working order and used in a safe manner;
 - Complying with any code of conduct or prevention policy which aims to protect a person's psychological, emotional and physical wellbeing, for example our Safeguarding policy.
- 14.3** In the interests of safety, the following rules must be followed:
- **Smoking** is not allowed in a College building or porch way (this includes electronic cigarettes);
 - **Helium balloons** are not allowed, unless approved at least one week prior to the event;
 - **Open flames**, including candles, are not allowed. Hirers are advised to discuss alternative options with the event organiser;
 - **Ball games** near the College buildings are not permitted – please divert enthusiasts to the sports field.
 - **Children's safety** is very important to the College – see section 16.

15 PETS

Dogs and other pets are not permitted, with the exception of assistance dogs (e.g., guide dogs or hearing dogs).

16 CHILDREN AND FAMILIES

16.1 Supervision: The following rules will help children to enjoy our site safely:

- Government legislation requires that ‘only fit and proper persons have access to children’ and ‘due care is taken in protecting vulnerable adults’; it is the Hirer’s responsibility therefore to complete risk assessments and have safeguarding protocols in place for their event.
- Hirers should impress on parents and carers that it is their responsibility to look after and supervise their children (i.e., all those under 18 years of age) at all times.
- An adult who is not the child’s carer should not enter a child’s bedroom.
- Areas in which children are allowed only with a responsible adult are:
 - Easneye Hall
 - Allen Building
 - Maple Hall
- Whilst playing in any outside areas parents should ensure adequate supervision for children in their care.

16.2 Children’s Play areas (with adult supervision) are:

- Grass area around the Allen Building
- Football pitch – this is the only area where ball games and cycling are allowed.
- Children’s play room and play area in the Games Room building

16.3 Child No-Go Areas:

- No child should enter another person’s bedroom, climb on/jump off the stage in Maple Hall; or play with the musical instruments.
- In the interests of children’s safety:
 - Please do not bring children into the dining serving area. (Hot food and drinks are served and carried in this area);
 - Please do not allow children to run around the dining room, especially if they are carrying cutlery.

17 CATERING

17.1 Catering requirements will be discussed at the time of the booking.

17.2 The college does not usually support self-catered events. Our onsite Catering Department have to ensure the safety of all customers who eat on premises.

17.3 We require final numbers for catering purposes 2 weeks before the start of the conference. Any cancellations after this time will have to be paid for in full. All changes to numbers must be made in writing.

17.4 For all our day and residential conferences, we require special dietary requirements to be provided to the conference department at least 48 hours prior to the first meal.

17.5 We endeavour to be flexible with meal and refreshment times, however if Hirer’s members are staying for an evening meal, the latest we can serve hot food is 6.30pm. Cold buffets may be available after this time.

17.6 We would ask that the tables be wiped after use and, especially families, to clear any food dropped on the floor.

18 ICT ACCESS AND USE

- 18.1** Wi-Fi connection is available for you to use during your stay. The network name and password can be found in the Welcome Pack provided.
- 18.2** Hirers are asked to remind their members that, it is unlawful to use the College network facilities to harm themselves, or others, or to violate the rights or invade the privacy of others. The College 'Acceptable Use of ICT Policy' is available from the Conference Manager.

19 AV/PA AND HYBRID CONFERENCING FACILITIES

- 19.1** If you wish to use our AV or PA system or hybrid conferencing facilities, please inform us at the time of your booking. The hybrid conferencing facilities are an optional, chargeable extra in addition to the standard room hire/conference rates. Use will involve undertaking some simple training.
- 19.2** ICT support may be requested, but other than for a brief introduction to the systems, ICT support is a charged for service. Please enquire at the time of booking.

20 LICENCES

- 20.1** The Hirer must ensure that they obtain any necessary licences for the use of any pre-recorded sound or video materials or projected words for songs etc., and will take full responsibility for any claims arising from the use of such materials.
- 20.2** The College does not hold an alcohol licence. The hirer is responsible for arranging their own temporary event licence should they wish to sell alcohol as part of the event.

21 PARKING

- 21.1** All visitors to the College should park in the main car park in front of Easneye House.
- 21.2** Temporary parking elsewhere is for unloading purposes.
- 21.3** The only exception is for people who have mobility issues, who may use the limited parking available outside the reception area.

22 COLLEGE SECURITY

- 22.1** Conference delegates need to sign in and out when they arrive and leave the College. The event organiser is responsible for keeping a list of delegates' names, including those of day visitors. A copy of this should be given to an appointed person in your group, for fire and safety and also security reasons.
- 22.2** The College requires everyone on site to wear a name badge at all times. These should be provided by the Hirer.
- 22.3** Swipe cards for the door entry system will be provided to adult (aged 18 years and over) residential delegates, on arrival at the College. Swipe cards may be issued to residential delegates under the age of 18 where all the delegates are under the supervision of adult leaders appointed by the hirer (e.g., for a youth conference).
- 22.4** Swipe cards should not be given to any other group or person that is not associated with the conference event or College.
- 22.5** Lost or damaged cards will be charged to the individual at the cost of £12.

23 GRIEVANCES

- 23.1** We would like all Hirers to have a positive experience in their dealings with us. However, we understand that we do not always get everything right. Should you be unsatisfied with the way you have been treated, or with the service provided, you may wish to make a complaint.
- 23.2** We will seek to address any complaints about the service provided to the best of our ability at the time. College Staff aim to be courteous to all complainants, responding positively and, wherever possible, offering constructive solutions.
- 23.3** The Event Organiser should discuss any concerns or grievances they may have with the Conference Manager or his/her delegate at the time. We aim to offer constructive solutions whenever possible, but cannot be held responsible for matters outside of our control.
- 23.4** If, after making such a complaint, the complainant still feels the matter has not been dealt with satisfactorily they may choose to make a formal complaint in writing by following the procedures outlined in the 'Grievance Policy and Procedure for Non-Academic Issues' available from the Conference Manager.
- 23.5** Should any staff or student at the college have a grievance as a result of a Conference group being onsite, they will first speak to the Conference Manager and/or put it in writing. Depending on the severity of the complaint or grievance, the Principal/CEO of the College will be informed and the matter thoroughly investigated and brought to the attention of the Conference leader, who will take appropriate action.

24 SANCTIONS

- 24.1** The College is obligated to investigate all claims that the Hirers have broken the terms of their agreement with the College.
- 24.2** Where a breach of the Acceptable Code of Behaviour (Section 5 above) may have taken place or the terms and conditions of the hire have been broken, the College shall take such steps as are reasonably practicable (including, where appropriate and following proper investigation, invoking sanctions) to ensure compliance with the obligations under this Policy.
- 24.3** The result of such an event or investigation into an occurrence of this kind may result in any or all of the following:
- in the event of disorder or illegal activity, to close down proceedings immediately;
 - refusal to offer future access to the College premises;
 - if applicable, application for the recovery of any costs for damage etc. incurred to College property;
 - taking steps to assist the police in identifying any persons who have committed an unlawful act with a view to appropriate action being taken against them;
 - sharing information about speakers with other institutions, where legal and appropriate;
 - informing the College Prevent Lead of any concerns in relation to persons being drawn into reportable activity according to the Counter Terrorism and Security Act 2015.

25 DATA PROTECTION

- 25.1** Booking forms are kept in order to facilitate the booking hire and in accordance with legislation (Data Protection Act 2018 and UK GDPR), the College Data Protection Policy and the Booking Privacy Notice. Records may be seen on request and will be retained at the end of the hire, only with the agreement of the Event Organiser, in order to facilitate further bookings.
- 25.2** Should any investigation be initiated into the cancellation of the hire due to the terms and conditions of the hire being broken, records of that investigation will be kept and, if appropriate, passed on to the appropriate legal authority for the purposes of such an investigation.

26 ROLES, RESPONSIBILITIES, POLICY APPROVAL AND REVIEW

26.1 The **Board of Trustees** have legal oversight and responsibility for all College policies, providing leadership and active support for them and being responsible for ensuring that:

- A legally compliant and fit for purpose Conference Policy is in place and approved by them.
- Satisfactory arrangements are made for its effective implementation, including the provision of resources.
- The Senior Leadership Team, monitors, evaluates and periodically reviews this policy and recommends any changes to first the Governance committee and then the Board of Trustees for approval.
- Complaints brought under the terms of this policy are managed satisfactorily by the Senior Leadership Team.
- Decision making complies with all relevant legislation and regulatory bodies.
- They receive details from the Senior Leadership Team of reported incidents and outcomes of cases (particularly where a significant impact on someone has occurred or lessons need to be learned), or of a serious incident or one which could be of reputational risk to the College which should be reported to either the Office for Students and/or the Charity Commission.

26.2 The **Principal/CEO and Senior Leadership Team** are responsible for:

- The implementation and management of this policy; ensuring that procedures are implemented consistently and with clear lines of authority and actively and visibly leading the College's conference policy and practice.
- Ensuring this policy is continually improved in consultation with hirers and staff.
- Ensuring the policy is periodically monitored, evaluated and reviewed by the Head of Operations and, when substantial changes are necessary, recommending approval from the Governance Committee and the Board of Trustees.
- ensuring that the principles of this policy are incorporated into all aspects of the management of hiring out the College premises.
- The oversight of complaints.
- Ensuring decision making complies with all relevant regulatory bodies.
- Reporting details to the Board of Trustees of reported incidents of outcomes of cases (particularly where significant impact on someone has occurred or lessons need to be learned), or of a serious incident or of one which could be of reputational risk to the College. **The Head of Operations and Conference Manager** are responsible for:
 - The monitoring, evaluation and periodic review of this policy and recommend any changes to the Senior Leadership Team for their approval/recommendation for the approval of the appropriate body.
 - The day-to-day management of hiring out the College premises.
 - Ensuring hire vetting is carried out in line with this policy.
 - The management of complaints.
 - Ensuring to the best of their ability that potential and actual hirers are treated courteously and efficiently and that events are lawful and safe.

26.4 **All Staff involved in Lettings** have a responsibility to:

- familiarise themselves with this policy on appointment/at induction/orientation;
- demonstrate active commitment to this policy by:
 - the information they provide potential and actual hirers is, to the best of their ability, clear, accurate and transparent at all times.
- **if involved in a complaint**, whether those making an allegation or those being accused of failings according to the terms of this policy, to:
 - ensure they present their case with integrity and in a timely fashion and/or
 - ensure they comply with any investigation and the procedures in this policy.

26.5 **Event Organisers** have a responsibility to:

- Comply with section 8 of this policy

- Ensuring their guests/delegates are aware of the terms of their booking agreement, particularly matters relating to health and safety, the safety of children and consideration for others who live on our site.

27 POLICY COMMUNICATION

27.1 A copy of this policy will be given to all Hirers. Hirers must sign to say that their speakers, if any, have also seen and agreed to section 11 of this policy.

27.2 A copy will also be available on the College website [here](#).

28 RELATED DOCUMENTS

- All Nations Christian College [Data Protection Policy](#)
- All Nations Christian College [Equality and Diversity Policy](#)
- All Nations Christian College [Freedom of Expression and Academic Freedom Policy](#)
- All Nations Christian College [Safeguarding Policy](#)

APPENDIX

SPEAKERS' AGREEMENT – for Conference Groups

The College has a general duty of care, as far as is practicable, to protect everyone on our site. This includes the duty to ensure that no one uses our premises to present extremist or harmful views or behaviour that will compromise the College's commitment to mutual respect and tolerance.

As a College our aim is to share the Gospel message with grace as well as truth, respectful of all others, and with a particular concern for the vulnerable in our society. We appreciate that harm can be psychological and emotional as well as physical. Therefore, the College will not tolerate spreading, seeking to spread, or permitting the spread of extremist religious or political views among visitors to the College. This commitment is contained in the College 'Freedom of Expression and Academic Freedom Policy' which is available on request.

In the light of this, visiting speakers who have been invited to speak on a topic unrelated to the College curriculum are required to sign the following agreement:

I will neither illegally express extremist ideology which could draw others into terrorism, nor express myself in any way which would constitute incitement to riot, insurrection, racial hatred, religious hatred, discrimination, harassment or in any other way which is illegal.

Name of Organisation/Group:	
Name of Hirer:	
Date(s) of event:	
Name and signature of speaker	
Name and signature of speaker	
Name and signature of speaker	
Name and signature of speaker	
Name and signature of speaker	
Name and signature of speaker	
Name and signature of speaker	
Declaration by hirer: All of the speakers at the event have signed to agree to the terms of this agreement.	Signed: Date:

Should you require more spaces, please ask the Conference Manager for a second form.

This form must be handed to the Conference Manager as soon as possible once all speakers at the event have signed the declaration. The form will be retained by the College's Prevent Lead.