



Requesting and holding events: further specifications – November 2023

Given recent developments, there is a need for more details on how we deal with requests to host meetings and events in our university buildings.

The basic procedure is described in Section B of the Regulations for the Use of University Buildings, Grounds and Other Facilities (see pdf on the website). The following should be read as an explication of these regulations, in particular Articles 10, 11 and 12, which relate to requesting rooms in faculty buildings.

In addition to the application procedure for events outlined in the regulations, the following agreements with organisers apply to all events:

1. Rooms must be booked well in advance: the regulations currently specify two weeks in advance for event and room booking requests;
2. The organiser/person booking the room is responsible for maintaining order and safety in the room during the event. This person should make themselves known;
3. The organiser/person booking the room must be contactable before and during the event for questions and instructions about the event;
4. The events are, in principle, open only to members of the Leiden University academic community. External guests must be registered in advance and must sign in on the day;
5. The organiser(s) must discuss with the operational-management portfolio holder whether attendees will have to show their LU-card to gain entry to the building or sign a participant list;
6. The event should not cause a disturbance in the building nor should it involve violence, vandalism or occupation. Teaching, research and business operations should not be disrupted;
7. There must be no calls for violence, exclusion and discrimination during the event;



8. The buildings' entrance and exit should not be obstructed;
9. Should an event not proceed as agreed, an evaluation will follow. The outcome may have implications for any further events by the organiser.

Events that do not comply with point 1

In addition to Article 10(e) of the Regulations on the Use of University Buildings, Grounds and Other Facilities, we propose the following: in the case of an **occupation** or **protest meeting** for which **no room booking** has been made, the relevant Director of Operations (possibly in consultation with the Dean) will assess the situation as soon as it becomes known. This will include considering (if this is still appropriate) whether security will be called in and in what manner. A decision may be made to involve the Central Crisis Team (CCT).

Events that do not comply with other points

If an event does not comply with the regulations cited above or if an agreement cannot be reached with the organisers, the event will be prohibited by the relevant faculty administrator and Director of Operations. The decision to prohibit the event will be submitted to and ratified by the Executive Board. If necessary, an evacuation will take place.

Further specifications of the Regulations on the Use of University Buildings, Grounds and Other Facilities of Leiden University, as decided at the Leiden University Management Board on 15 November 2023