

Information for Students who want to hold an event:

A 'pink slip' is required for any gatherings on college premises. The only exception is if less than 7 people are meeting in your kitchen or bedroom known as the rule of 7.

Until 2019 a pink slip was a slip of pink paper. However, they are now online and form part of the auditable records that college is required to keep. This means that all gatherings or events on college premises people must have prior approval. The process to obtain this approval is described below.

If you need to book a room for your event the meeting space needs to be booked through the Domestic Bursary and the organiser must submit an on-line pink slip with all the required information **at least 3 full working days before the event**. For events in the college Bar this needs to be submitted with **10 days' notice**. Some events will require Risk Assessments, the Domestic Bursary team will advise when this is necessary.

To comply with the Counter-Terrorism and Security Act 2015 known as Prevent, events with external speakers will need a short bio of the speaker and of the nature of the talk. These events will be reviewed by the DB before final confirmation is given.

To be fair to all students and societies, all pink slips that need to book a room that are submitted after the deadlines will be rejected. This type of event needs a reference number for the pink slip, which can be obtained by emailing the Domestic Bursary with the details of the event and a request for a reference number.

Approving an event to be held in a student's room or kitchen does not require booking through the Domestic Bursary, but does require approval from the Junior Deans. The pink slip for this type of event should be submitted **at least 48 hours before the event**. In the reference section for these types of events, please just enter 'N/A'.

Any event on college premises must finish **at least 15 minutes** before the time after which everyone on site needs to be quiet. The organiser needs to ensure that the event finishes on time and that the space that has been used is tidy after the event.

Junior Deans authorise pink slips and they are shared with Porters. Consequently, Junior Deans and Porters know when events should finish and they have the authority to shut down events that over-run. On the, hopefully very rare, occasions when an event is shut down their request to shut down must be respected, the event must end and everyone should disperse after the room has been tidied.

The process to obtain permission to hold an event on college premises, historically known as obtaining a pink slip, is as follows.

- The organiser contacts the Domestic bursary via hospitality@univ.ox.ac.uk to check availability.
- The Domestic Bursary team will confirm availability, provisionally book the space and provide you with the reference number.
- You complete the information about the event required by the on-line 'pink slip', (<https://intranet.univ.ox.ac.uk/pink-slip>). If any fields are not applicable the organiser should enter NA into the field. (Organisers should be aware that the more information they provide the more likely it is that the event will be approved quickly and efficiently.)
- Remember to include Bio for external speakers and information on the talk.

- If the plan is to hold an event in the organiser's room or kitchen, then the relevant reference number is N/A. The deadline for the submission of this type of pink slip is at least 48 hours before the event.
- If the plan is to hold the event in a college meeting room the deadline is 72 hours.
- If the plan is to hold an event in the Bar the deadline is 10 days.
- The JD's will approve/decline the event from a decanal perspective. The pink slip is then sent back to the Domestic Bursary who will confirm the booking or decline it. An event will be declined by the Domestic Bursary if it does not comply with the Counter-Terrorism and Security Act 2015 known as Prevent, the Food Safety Act 1990 and other college policies.