

# Procedure for reserving rooms for events

## 1. Basic principles

**Academic freedom** is a core value for Leiden University. Events and activities organised by students and staff contribute to this because participants share knowledge, engage in dialogue and build community. We expect our students and staff to be open to different perspectives and to be able to engage in constructive discussions. The role of the university is to facilitate this freedom.

## 2. Safety and inclusion at events

Events can sometimes lead to protests and inappropriate behaviour or remarks towards speakers and participants. They may also involve speakers who require extra security measures. This is why some events may require careful consideration about *how* they are organised. This is not an assessment of the subject matter these events will cover, but is solely to address potential concerns about disruptions or physical altercations before, during and after such events. Intense debate takes good preparation and moderation.

## 3. Guidelines for events on specific topics and issues

To ensure transparency, the Executive Board has issued concrete guidelines in addition to the existing house rules:

### a. Events on sensitive issues and conflicts

As some sensitive issues and conflicts can cause controversy and a fierce debate, events discussing these require careful preparation to ensure they proceed without disruption. Events on sensitive and possibly controversial issues always require approval from the faculty.

We ask the organisers of events that may spark strong debates and reactions to ensure:

- The speaker(s) or panellists take a constructive approach and contribute to academic knowledge and insight on the topic
- There is a moderator who is well-prepared to facilitate Q&A or moderate a panel discussion
- Participants are informed of our code of conduct and what is needed to ensure a safe and inclusive event
- The organisers themselves coordinate with the faculty board and Security Office and discuss any necessary safety measures

## **b. Demonstrations**

Leiden University recognises the right to demonstrate. However, the time, place and type of demonstration do require some consideration. See our [one-pager](#) for our house rules. Demonstrations will always require approval by the faculty and Executive Board.

## **c. Religion and faith**

Leiden University understands that faith can be an important aspect of student and staff lives, and respects this. Students and staff can make use of [quiet rooms](#) for individual prayer. Students and staff can also organize:

- Lectures and events which deepen academic knowledge and insights into religion;
- Social activities and community events, such as an Iftar, Shabbat, Easter breakfast or Christmas lunch;

## **d. Safe(r) space meetings**

While events should normally be open to the whole university community, we recognise the importance of creating safe(r) spaces for students and staff who share a specific identity or experience. Safe(r) space meetings do not require approval from the faculty. Although the theme can be sensitive (for example discrimination or sexual violence, but also the impact of certain current events), the approach of the meeting is not a debate, but rather a way to provide a secure environment for a frank exchange in a safe space. The aim is to discuss personal experiences and offer support.

No prior approval is needed to organise this type of meeting. The POPcorners in [The Hague](#) and in the [Social Sciences](#) and the [D&I Expertise Office](#) can offer advice in case of questions.

## **4. Event organisation: practical aspects**

If you are organising an event, please read our [house rules](#) and [regulations](#) for events. These explain the procedure, rules and your role and responsibility as an organiser. You can also find more information about topics like prior registration of participants, external speakers, the role of LU-Cards, etc.

## **5. Questions and information sessions**

Staff members can contact their faculty's Director of Operational Management with any questions. Students can contact the POPcorner in [the Hague](#), or consult with either the assessor of their Faculty or the D&I Expertise Office ([diversiteit@leidenuniv.nl](mailto:diversiteit@leidenuniv.nl)).