

**Chaplaincy:**Exploring faith and beliefs...  
supporting spiritual development

## Invitation to a Guest External Speaker / Group Leader

A member of the University (including a member of the University on behalf of a group) may invite a guest external speaker / group leader to a religious event in the University by completing this form and following the Procedure and Conditions overleaf.

<b>UNIVERSITY MEMBER inviting the guest speaker</b>	
<b>Bolton ID</b>	
<b>Mobile</b>	
<b>University Email</b>	@bolton.ac.uk
<b>NAME OF GROUP inviting the speaker (if applicable)</b>	
<b>Is this a Students' Union Society?</b>	Yes / No
<b>Date and time of meeting</b>	
<b>Room to be used</b>	
<b>Do you want the speaker authorised for other meetings this year?</b>	Yes / No Details:
<b>GUEST SPEAKER: Full name</b>	
<b>Home Address</b>	
<b>Telephone / Mobile</b>	
<b>Email</b>	
<b>Occupation</b>	
<b>Sponsor or affiliation</b>	
<b>Language to be used by speaker (if not English)</b>	
<b>Previous venue(s) used by the speaker</b>	
<b>TOPIC / TITLE of speaker with synopsis</b>	

## Procedure and Conditions

The procedure for booking a guest speaker follows “The Code of Practice Relating to Freedom of Speech and Meetings on University Premises (including premises of Bolton Students’ Union)” which can be found at [www.bolton.ac.uk/Everything/PDF/FreedomOfSpeechandMeetings.pdf](http://www.bolton.ac.uk/Everything/PDF/FreedomOfSpeechandMeetings.pdf). Copies are also available from the Students’ Union and the Chaplaincy.

1. The person inviting the guest speaker / leader must:
  - a. be a member of the University or Chaplaincy.
  - b. fifteen working days before the event or events:  
*either* email this completed form to [chaplain@bolton.ac.uk](mailto:chaplain@bolton.ac.uk) from their University email address  
*or* send a signed paper copy to the Co-ordinating Chaplain, Chaplaincy Office, University of Bolton.
  - c. The member must receive authorisation from the Co-ordinating Chaplain in writing (which may include email or text) before the event.
2. The guest speaker / leader must conform to the regulations, policies and procedures of the University of Bolton and the Chaplaincy including:
  - a. Health and Safety Policy:  
[www.bolton.ac.uk/AboutUs/Resources/HealthAndSafetyPolicy.pdf](http://www.bolton.ac.uk/AboutUs/Resources/HealthAndSafetyPolicy.pdf)
  - b. The Equality and Diversity Policy and ethos of the University:  
[www.bolton.ac.uk/Diversity/](http://www.bolton.ac.uk/Diversity/)
  - c. The Policy on Proselytising:  
‘The principal of moral and emotional freedom of the person shall be adopted in the advertising, invitation and conduct of faith based events at the University of Bolton and events advertised at the University. Information may be freely given about events, but there should be no unreasonable pressure applied to people to attend the event. Acceptance or otherwise of the invitation should be free from judgement. The same principal of autonomy should also apply at the event itself, with no unreasonable pressure being exerted’.
3. The event must be open to all members of the University regardless of race, belief, religion, gender, disability, marital status, social class, age or sexual preference.

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To signify your agreement to the procedure and conditions noted above:

**Either** email this form to [chaplain@bolton.ac.uk](mailto:chaplain@bolton.ac.uk) from your University email account.

**Or** sign and date below a paper copy and send it to the Co-ordinating Chaplain at the Chaplaincy Office, University of Bolton. Make sure you keep a copy for yourself.

<b>Signed by the University member detailed overleaf</b>	
<b>Date</b>	