

## Holywell Music Room – Terms and Conditions

1. During term time (weeks 0 – to end of 9th week), the Holywell Music Room will have shared use, with the Faculty of Music having the option to book in advance for up to 70% of the time.
2. Bookings by Wadham Students and Departments may be made up to 4 weeks in advance for any slots available. For bookings further in advance, please speak to the Conference Office.
3. Requests from Wadham Students may be made for music practice, musical performances. For other uses please speak to the Conference Office.
4. Please give a minimum of 72 hours' week day notice.
5. Note that the piano and harpsichord are owned by the Music Faculty and may not be used without expressed permission.
6. Due to the historic nature of the room, no refreshments or alcohol are allowed, and any activities that could cause damage will not be permitted.
7. Time slots available are: 08.00-13.00, 13.00-17.00 and 17.00-23.00.
8. For shorter duration bookings within these time slots, please note this in the provisional booking when made. We will fit in more than one booking where possible.
9. For College Departmental bookings, please also note any equipment required.
10. The Conference Office will approve bookings and any that are for talks or meetings will be discussed with the Academic Office for approval.
11. No public events without permission
12. No filming without permission
13. A Risk Assessment may be required for some bookings.
14. Key (in exchange for Bod Card) must be signed out from the Lodge. Key must be returned to the Lodge at the end of the booking. Entrance for Wadham members is through the side door (next to Staircase 29) and external members should enter from Holywell Street.
15. Fire evacuation procedures and safety information to be read out prior to start of meeting (there are hot pipes under the seating)  
  
(check assembly point) FIRE EXITS: PLEASE POINT THESE OUT – Fire exits are illuminated and clearly visible. We have not been notified of any fire checks scheduled, therefore on the sound of the alarm – please exit the building to the nearest assembly point which is ANNOUNCE AREA  
  
SMOKING is restricted to the vicinity of existing external smoking bins  
  
SECURITY: Please do not leave items of value (ie laptops etc) in the room when it is unattended.  
  
Organiser: please lock the room when unattended
16. Under no circumstances should the Acoustic Curtain be touched
17. The main door from Holywell Street should be closed but unlocked when in use as this is the main fire exit.
18. Please report any accidents immediately to the Lodge. The Lodge are First Aid trained.
19. The HMR is checked daily and any damage caused may be charged.
20. Further useful information is available here (with plan of building with evacuation routes, location of fire extinguishers, call points, telephone, number to dial the lodge)