

Use of the Holywell Music Room for Teaching

Tutors are welcome to book the Holywell Music Room for teaching larger groups using the HMR booking system: <https://hmr.wadham.ox.ac.uk/>

Tutors are asked to make their bookings as soon as possible for scheduling purposes. It would be helpful if teaching could be booked 5 working days in advance for cleaning rotas, and to be manageable for staff workloads.

Points to Note:

- Capacity with social distancing: 50 occupants (students should space themselves out following social distancing guidelines)
- Layout – lecture theatre
- Availability: Bookings can be made from 9AM-5PM, with slots needed for cleaning in the morning, and in between bookings. Morning and afternoon timeslots are available to book via the website noted above.
- When making a booking, Tutors should specify what the booking is for and times. For example, “**Tutor’s Name**, *Subject* Tutorial 10-11AM”. Should a situation occur when we need more than one booking per AM/PM slot, Tutors can contact events@wadham.ox.ac.uk to see if they can use the room before/afterwards (leaving time for cleaning).
- Setting up AV equipment will be difficult. Therefore the default will be no AV facilities.

On the day of your booking:

- Please collect the key for the HMR from the Lodge and return promptly after use
- The key opens the side door, located near staircase 29
- Accessibility note: there is one step to access the HMR, ramp access is available from Holywell street, and requires advance notice
- Light switch bank is located to the left of the stage near the exit

Any questions? Contact events@wadham.ox.ac.uk or you can get in touch with the Academic Office on tutorial@wadham.ox.ac.uk

Dr Katherine Allen
Academic Support Administrator