



Student Room Booking Rules

Authorisation

During term time (0th to 9th week), current Wadham students are permitted to book meeting rooms **after 6pm and on weekends**, subject to the terms and conditions listed below. All bookings must be authorised by the Academic Office on behalf of the Dean; the Porters will only issue a key to a meeting room once the booking has been authorised. Authorisation can only take place in business hours so please leave enough time between filling in the form and your event for your booking to be reviewed.

For bookings outside of term time please contact the [Events Office](#) for advice and availability.

Terms and Conditions

There are limitations on which rooms are available and for what purpose, **so please read the below carefully** before making your booking, otherwise your event may not be authorised in time. The College reserves the right to refuse any booking at our discretion.

Purpose of Booking

1. Rooms are intended to be used primarily for the academic and social events of **Wadham members**. Only current Wadham students can make bookings; Wadham students must not book on behalf of students from other colleges. Events taking place in Wadham rooms should be directed at and primarily attended by Wadham members.
2. Wadham students *are* permitted to book rooms on behalf of official University societies, but only if that student is part of the Committee of that society and is primarily involved in, and responsible for, the organisation of the event. The student must be present for the entirety of the event.
 - a. University society bookings are normally restricted to a maximum of one booking per week in term time.
 - b. Theatre productions are not considered University societies and are not permitted to book, unless the performance(s) will be taking place within Wadham.
3. Rooms cannot normally be booked for independent study/personal use; you are expected to use your own accommodation wherever possible. Exceptions may apply for students with disabilities or in other exceptional circumstances.

4. Rooms cannot be booked for commercial use, including the purposes of conducting paid employment, except in cases where that employment is teaching students enrolled at the University of Oxford (this includes visiting students).
5. The Kings Arms rooms (KA2 and KA15) are only bookable for tutorial teaching. If you are booking a room on behalf of a tutor you must make this clear in your booking form.
6. Students are not able to book the Knowles Room without a member of academic staff present. The Trapp Room is bookable by SCR members only.
7. Art and craft sessions are permitted only in Seminar Rooms 4&5, the Graduate Centre Tower Room, and the Gillese Badun Room.
8. The Chaplain or the Music Director must give permission for any bookings in the Ante-Chapel.

Timing of Booking

9. Students may only book the meeting rooms for events that take place **after 6pm and on weekends**, as they are needed for teaching during the day. The Moser Theatre may be booked outside this period, as can Group Study bookings (see below for more details).
10. For most bookings, you must book at least **five working days in advance** to allow the Academic Office sufficient time to review and authorise your booking. The following exceptions apply:
 - a. Group Study bookings are permitted 48 hours in advance but not more than 5 days in advance (see below for more details).
 - b. Students wishing to book the Arts Room, or the Bands room must reserve the room via the Booking System, but prior approval from the Academic Office is not needed to use the space. These rooms can be booked at any time, and do not require an advance notice period for booking.
11. You must book at least **10 working days in advance** in the following cases:
 - a. The event involves catering or alcohol will be served.
 - b. The event has a speaker (see below for more info)
 - c. The event will have more than 50 attendees.
 - d. The event is open to the public (i.e. non-University members).
 - e. The event takes place in the Wadham gardens (see below for more info).
12. For student productions and large events (e.g. Queerfest), requests should be sent to the Liaison and Equality Committee of the **preceding term**.
13. During Trinity term, noisy events are NOT permitted in College from Sunday 3rd week to Saturday 9th week due to the exams taking place within College.

14. Please check the SU term card and avoid booking when a Bop or other large event is scheduled.
15. The David Richard Music Room can only be booked for piano practice if no other events are booked in the adjacent rooms.

Your Responsibilities

16. The individual who makes the booking is deemed to be the organiser of the event or activity and must be present for the duration of the booking. This person is personally responsible for the conduct of all attendees and is expected to restore the room to a state of good order after the meeting or activity, making good any damage resulting in any way from the meeting or activity, irrespective of the identity of those who caused the damage.
17. Rooms should always be left in the same layout as you find them. If at all possible, the room will be provided with the layout you have specified on the booking form. Unfortunately, it will sometimes not be possible for College staff to make the change to your preferred layout in time for your booking. If the room is not in your preferred layout on arrival, **do not move the furniture yourself under any circumstances**. Students are likewise not permitted to operate the partition between the LSK rooms and Seminar 4&5.
 - a. Students may move the Moser Theatre tiered seating into or out of position **only** if trained to do so by Housekeeping. Please contact housekeeper@wadham.ox.ac.uk to arrange training if needed.
 - b. If you choose the 'As Found' layout option, no layout changes will be made. It is your responsibility to check the room's standard/current layout is suitable for your event
18. Self-catering for food and non-alcoholic beverages is permitted only in the Seminar Rooms 4&5, the Graduate Centre Tower Room, and the Gillese Badun Room. Students must provide their own serving ware, and all rubbish must be cleared on departure. Preparation and service of food whether for sale or otherwise to any person or persons is entirely your responsibility and the College accepts no liability whatsoever for the condition or quality of the food that you provide. Please note the Food Safety Regulations made under the Food Safety Act 1990. It is vital that you are aware of and consider **food allergies and intolerance** and the health problems associated with them.
19. If you wish to serve alcohol at an event (Seminar Room 4&5, Graduate Centre Tower Room, Gillese Badun Room, Ante-Chapel, or gardens only), you will need to complete an [Alcohol Permission form](#) and submit it 10 working days in advance to the Academic Office, who will seek authorisation from the Domestic Bursar and the Dean.

- a. All alcohol consumed in public rooms must be purchased from the College and servers must be authorised by the Domestic Bursar.
 - b. Students are required to be trained in responsible alcohol service by the Domestic Bursar before they are authorised to serve alcohol. Training sessions are held at the start of each term.
20. If any guests who are attending an event are minors (that is aged under 18), this must be made clear when the booking form is submitted. Depending on the nature of the event or activity, the College may request evidence that the individual making the booking has undergone a Disclosure and Barring Service (DBS) check; such activities are likely to include supervised teaching, training or instructing of minors.
21. Depending on the nature of the event, some bookings may additionally require a risk assessment to be completed and submitted to the Domestic Bursar for approval prior to the event. We will email you if this is the case.
22. If any furniture is found to be moved, if there is any damage to the room, if food/alcohol is believed to have been consumed when not authorised, or if there are any disturbances during the event itself, the Wadham student who has made the booking may be referred to the Dean, and the individual, group or society **will not be permitted to make any further bookings within Wadham** for a period of time to be determined by the Academic Office.

Speakers

23. All bookings with external speakers (i.e. not members of the College or University) must be approved by the Dean directly. When making your booking, please email tutorial@wadham.ox.ac.uk with the name of the speaker, their College affiliation (if relevant), and the title of their talk. Please do not make your booking until this information is available as it will not be able to be approved.
24. In authorising room bookings with speakers, the Dean will have regard to the College's duty to protect people from being drawn into terrorism, always mindful of its statutory obligation to uphold free speech, including for visiting speakers. The College's Freedom of Speech policy can be found here:
<https://www.wadham.ox.ac.uk/governance-regulations-policies>

Tickets and Public Events

25. If tickets are made available for an event in a Wadham meeting room, they should be advertised on a platform that is not open to the general public and can only be accessed by university members.



26. Events that are open to non-University members must be authorised by the Domestic Bursar in addition to the Academic Office/Dean. You may be required to provide additional security.

Garden Events

27. Bookings must be made at least ten working days in advance, by emailing the garden permission form to the Academic Office.
28. Normal garden rules will apply: no ball games other than croquet, no barbecues, no litter/glass. Only unamplified music is permitted. Please also consider a wet-weather option when making your booking.
29. The rules for serving alcohol as listed above also apply.
30. Requests to use the Fellows' Garden for theatrical performances or large event must be made at least one term in advance of the event and the full details submitted to the Academic Office for consideration by the Equality and Liaison Committee.

Group Study

31. Meeting rooms are available for student group study before 6pm on weekdays with the following conditions: 48 hours' notice is provided; meeting rooms are not booked more than 5 days in advance; no special adjustments are requested; in the event that the room is required for teaching, this will take priority; individual study cannot be supported. Meeting rooms for this purpose should be clearly labelled 'Group Study' in the title.

How to Book a Room

1. The online room booking system can be found here: <https://room-booking.wadham.ox.ac.uk/> The system allows you to see the availability of all bookable rooms.
2. Choose an appropriate room. The standard layout, capacity and contents for each room can be seen by hovering over the name of the room at the top of the booking system. Please also ensure the room you have selected is suitable for your event (e.g. if food is permitted) as per the conditions above.
3. Select the time and date for your event, and fill out the booking form. You will need to provide the following:
 - a. Title of event
 - b. Name of the organiser
 - c. The expected number of attendees
 - d. How many attendees will be Wadham members
 - e. Your requested layout (see below)

- f. A short description of your event
 - g. Whether food or drink will be consumed
 - h. If the event is open to non-University members
 - i. If a non-University member will be speaking
 - j. Any accessibility requirements
 - k. Any IT equipment required (see below)
4. Please ensure that when you book a room for an event you block out adequate time for set up and over-run.
 5. The default layout for all rooms is 'As Found', meaning no change to the layout will be made by staff. Please check the standard layout of the room AND the layout of any preceding booking to see if this will work for your event, and if not, select a different layout in the form to request a change be made. Please note it will sometimes not be possible for College staff to make the change to your preferred layout in time for your booking, in which case you will need to use the room as found. **Do not move the furniture yourself under any circumstances.**
 6. If you need any special IT equipment (such as a laptop or AV equipment) please indicate as such on the form, and it will be set up for you in the room. Please contact the IT Office if you have any queries about what is available. If you select 'IT meet and greet' on the form an IT staff member will endeavour to assist you on the day, but there is very limited assistance available on evenings and weekends and it may not be possible to accommodate your request.
 7. If you need any additional equipment in the room, such as an extra whiteboard, please indicate in the description. Again, our ability to accommodate will depend on staff/equipment availability.
 8. If your booking is authorised, you will receive an email confirming the details of your booking. You will also be contacted if any further information is required.
 9. By using the online booking system you are only reserving that space pending authorisation. Authorisation can only take place in business hours so please leave enough time between filling in the form and your event for your booking to be reviewed. If you do not receive an authorisation email for your booking before the time of your event, which is likely if you did not give the required amount of notice given above, then your booking will be rejected and the event will not take place. The Porters will only issue a key to a meeting room for authorised bookings.
 10. If your booking does not meet the terms and conditions above you will receive a rejection email with the reasons. If you are able to adjust your booking to meet the terms and conditions you are welcome to re-submit.
 11. All members must cancel any un-needed bookings as soon as possible.



12. Once your booking has been authorised, and at the day/time of your booking, please visit the Porters and request the keys to your chosen room. There will be a charge of £20 to replace a lost key so please keep them safe while in your possession.
13. Please tidy up all mess and leave the room exactly as you found it when you leave.

Important Contacts

Academic Office: tutorial@wadham.ox.ac.uk

Events Office: events@wadham.ox.ac.uk

Housekeeping: housekeeper@wadham.ox.ac.uk

IT Office: it-support@wadham.ox.ac.uk

Domestic Bursar: domestic.bursar@wadham.ox.ac.uk

Chaplain: chaplain@wadham.ox.ac.uk