

Wadham College
Terms and Conditions for Student Room Booking

HOW TO MAKE A BOOKING

During term time, current Wadham students are permitted to book meeting rooms after 6pm and on weekends. All bookings must be authorised by the Dean; Porters will only issue a key to a meeting room to the person named on the booking form.

- Check availability for your chosen room by visiting the [online booking system](#) (in term time) or contact the [Events Office](#) (in vacation periods).
- Complete all fields and ensure that you read the terms and conditions below prior to making your booking otherwise approval may be delayed or denied. Once submitted, your booking request will be sent to the Dean for approval.
- Please ensure that when you book a room for an event you block out adequate time for set up and over-run. All members must cancel any un-needed bookings as soon as possible.
- Please indicate when you submit your booking whether you require any IT equipment, what room layout is required, and whether your event will involve food or the consumption of alcohol. Changes to the room layout will be approved subject to the availability of Housekeeping. Any special equipment should have been set up for you in the room if you have requested an IT meet-and-greet in advance; please contact the IT Office if you have any queries about this.
- Organisers should supply details of the date, time and place of the meeting, the names, addresses and colleges (if any) of the organisers, the name of the organiser making the arrangements and the names of any expected speaker, whether or not a member of the College. The title of the talk must also be provided. Complete information is required at least 5 working days in advance. The Dean may cancel any meeting or event where the required information has not been provided 5 working days in advance.
- If your booking is authorised by the Dean, you will receive an email confirming the details of your booking. You will be contacted if your booking is not authorised.
- By using the online booking system you are only reserving that space pending approval from the Dean; final confirmation that your booking has been approved will come from the Academic Office or Events Office. Bookings for events with external speakers require a complete list of individuals speaking before approval is considered by the Dean.
- On the day – Please visit the Porters and request the keys to your chosen room. There will be a charge of £20 to replace a lost key. Any special equipment should have been set up for you if you requested specific furniture or an IT meet-and-greet in advance. Please contact the Academic Office Assistant in advance if you have any queries about this as they are unable to assist on evenings and weekends.

TERMS AND CONDITIONS

1. Rooms are intended to be used 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.**
2. **The individual who makes this booking is deemed to be the organiser of the event or activity, and must be present for the duration of the booking.** The organisers of any activity are personally responsible for restoring the premises to a state of good order after the meeting or activity, and must make good any damage resulting in any way from the meeting or activity, irrespective of the identity of those who caused the damage.
3. **You must book at least five working days in advance (*see Ante-Chapel exception below).**
4. Avoid dates when a Bop or another large SU event is planned (see the SU term card).
5. During Trinity term, noisy events are NOT permitted in College from Sunday 3rd week to Saturday 9th week.
6. **Students are not able to book the Kings Arms rooms and the Knowles Room without a Fellow present. The Trapp Room is bookable by Fellows only.**
7. Rooms cannot be booked for independent study/personal use.

8. Rooms cannot be booked for 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).
9. 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. **Students are not permitted to move furniture without permission. Students are likewise not permitted to operate the partition between the LSK rooms nor the Moser Theatre tiered seating (unless they have been trained).**

* Students wishing to book the Ante-Chapel for arts purposes (e.g. unamplified music and plays rehearsals) may book with 3 working days' notice. Approval from the Chaplain and Dean is required, and the standard terms and conditions otherwise apply.

In authorising room bookings, 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: www.wadham.ox.ac.uk/governance/regulations-and-policy-documents

If any external 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.

Some bookings may require a risk assessment to be completed and submitted to the Domestic Bursar for approval prior to the event, as an additional requirement to the standard terms and conditions.

Serving Alcohol: If you wish to serve alcohol at an event (Lee Shau Kee Scholars Seminar Rooms (LSK) and Ante-Chapel only), you will need to complete an [Alcohol Permission form](#) and submit it **10 working days in advance** to the Academic Office Assistant, who will seek authorisation from the Domestic Bursar.

- **All alcohol consumed in public rooms must be purchased from the College and servers must be authorised by the Domestic Bursar (who is the College DPS).**
- **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. All requests for events involving alcohol must also be approved by the Dean.

Catering: Self-catering for food and non-alcoholic beverages is permitted only in the LSK rooms, the Graduate Centre Tower Room, and the Gillese Badun. 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 most important that you are aware of the health problems associated with **Food Allergy and Intolerance**.

Garden Events: Bookings must be made at least five working days in advance, by emailing the garden permission form to the Academic Office Assistant.

Only unamplified music will be considered. Normal garden rules will apply: no ball games other than croquet, no barbecues, no litter/glass. When booking, students should consider a wet weather option. Any alcohol must be supplied by the College and servers must be trained and authorised by the Domestic Bursar. Requests to use the Fellows' Garden for theatrical performances must be made at least one term in advance of the event and the full details submitted to the Academic Support Administrator for consideration by the Liaison Committee.

Contacts:

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