

Wadham College

Terms and Conditions for Student Room Booking

HOW TO MAKE A BOOKING

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

- **Only a current Wadham student can make a booking.**
 - **You should allow 5 working days for the booking to be processed (excluding weekends).**
 - **Avoid dates when a Bop or another large SU event is planned (see the SU term card).**
 - **During Trinity term, noisy events are NOT permitted in College from Sun 3rd week to Sat 9th week.**
1. Check availability for your chosen room by visiting the [online booking system](#) (in term time) or contact the [Conference Office](#) (in vacation periods). Please indicate when you submit your booking whether you require any IT equipment, what room layout is required and whether your event will involve the consumption of alcohol. If your event will involve a talk or presentation, please also include the title of that talk.
 2. 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. Information is required at least 5 working days in advance (although the Dean may at their discretion agree to receive information closer to the time of the meeting than this). The Dean may cancel any meeting or event where the required information has not been provided 5 working days in advance.
 3. If your booking is authorised by the Dean, you will receive an email confirming the details of your booking. You will be contacted separately if your booking is not authorised by the Dean.
 4. On the day – Please visit the Porters and request the keys to your chosen room. Any special equipment should have been set up for you. Please contact the IT Office or Housekeeper if you have any queries about this.

Serving Alcohol: If you wish to serve alcohol at an event (Okinaga, Lee Shau Kee Scholars Seminar Rooms, Old Refectory, and Ante-Chapel only), you will need to complete an [Alcohol Permission form](#). Once you have received approval for your event from the Dean you will need to contact the [Domestic Bursar](#) by email or tel: (2)77963 to discuss the event.

All alcohol consumed in public rooms must be purchased from the College.

Catering: 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**. Please read the [Food Standards Agency's Food Hygiene booklet](#) as a general guide that covers the personal hygiene of food handlers as well as some basic rules for safe food handling and production.

TERMS AND CONDITIONS

1. 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 ensuring that due care is taken not to cause disturbance, disruption or damage to the College.
2. Rooms should always be left in the same layout as you find them. **Note: The desks in the Okinaga Room are fragile and easily damaged when moved. 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 the College staff to make the change to your preferred layout in time for your booking. Please note that if this happens, you must not move the furniture yourself, and that you are held personally responsible for any damage caused.**
3. 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.

4. 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

5. 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).

6. 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.

7. If a booking is denied (other than on logistical constraints) students are able to appeal to the Warden.

Contacts:

Academic Office:	Staircase 15 (first floor)	Tel: 277967	tutorial@wadh.ox.ac.uk
Conference Office:	Staircase 17	Tel: 277558	conference.office@wadh.ox.ac.uk
Housekeeper:		Tel: 277916	housekeeper@wadh.ox.ac.uk
IT Office:	Staircase 17 (ground floor)	Tel: 277995	it-support@wadh.ox.ac.uk
Chaplain:	Staircase 3.1	Tel 277905	chaplain@wadh.ox.ac.uk

Revised Michaelmas Term 2016