



## Name of Policy: Room Booking & Events Booking Policy

**RESPONSIBLE COMMITTEE:** Domestic & Establishment Committee

**RESPONSIBLE OFFICER:** Principal Bursar

**LINKED DOCUMENTS: College:** Freedom of Speech Policy; Equality Policy; Safeguarding Policy, Student Events with Alcohol Policy; Prevent Policy.

**LINKED DOCUMENTS:** N/A

**Annual Review date:** First meeting of Hilary Term

### PURPOSE OF POLICY

St John's core charitable objectives set out in the College's statutes. This policy seeks:

To ensure that the use of college teaching, meeting and events facilities are in line with the College's core charitable objectives and its values.

To ensure that events taking place at the college – internal, external and commercial - complement and do not conflict with core objectives.

To ensure that events where underage children or vulnerable adults are present meet with our safeguarding responsibilities.

To advise Fellows, students and staff of the availability of College space and the circumstances in which it may be booked for internal and external meetings.

To facilitate events taking place in the College whilst prioritising the colleges core academic objectives. Specifically, to prioritise academic and research events and ensure a suitable environment for students to study during peak exam periods.

This Policy covers all events taking place on college premises; or events held elsewhere which are college funded, affiliated or branded.

### POLICY

1. This policy relates to the booking and use of college facilities for:
  - a. **Student Led Events:** room booking or events organised by students for the purpose of academic or social use
  - b. **College Led Events:** room booking or events organised by Academic or Professional staff
  - c. **Commercial Events:** room booking or events for visitors to the College
2. The College will give priority to room bookings in support of the academic purpose of the College.



3. All event bookings must adhere to the College's Policy on Freedom of Speech.
4. All event bookings must adhere to the College's Policy on the Prevent Duty.
5. All event booking requests (except SCR spaces) should be requested via the intranet events request system. Rooms for academic teaching may also be booked directly with the Lodge.
6. The process for the approval of room booking or event requests can be found in Appendix B. Any request to book any space in the SCR should be approved by the Steward of the SCR.
7. The College reserves the right to approve or reject requests for room or event bookings.
8. Bookings for rooms or events can be made as follows:
  - (i) Type of Event/room booking:
    - A. Academic teaching or study;
    - B. Academic research and events that support the academic purpose of the college;
    - C. Access and Outreach events organized by the Fellow for Access and/or approved by Education Policy Committee;
    - D. Cultural events, such as concerts and exhibitions
    - E. Events essential to the running of the College;
    - F. Social events for St John's College members only;
    - G. Social events ran by St John's College members, where the majority of guests are St John's college members;
    - H. Social events ran by St John's College members, where the majority of guests are not St John's college members;
    - I. Commercial events, Weddings and Christenings
    - Event type A: Can be booked up to a term in advance
    - Event type B and C: Can be booked up to 18 months in advance or as approved by Education Policy committee
    - Event type D & E: can be booked up to 18 months in advance
    - Event types F and G: Can be booked up to 8 weeks in advance
    - Event type H: Can be booked up to 4 weeks in advance
    - Event type I: Can be booked in vacation periods only
  - (ii) To be efficient with the available rooms - Rooms can be booked with the default layout as detailed in the table in Appendix A. If you require a different setup then you are able to request a layout change via the intranet request system. If you do move furniture in a room, then you **MUST** put the furniture back to the default layout at the end of your event, so that it is ready for the



next user. Your chosen room may be changed at the discretion of the college to accommodate other requests.

## STUDENT LED EVENTS

9. Information about which College rooms may be booked and which type of permission required. As identified in Appendix A.
10. Student organised events should be requested via the intranet events request system and will be subject to decanal approval if any of the following apply:
  - a. The event involves alcohol
  - b. The event has an external speaker
  - c. The event has 4 or more external guests
  - d. The event is more than 20 people
11. Events requiring decanal approval must be submitted via the intranet events request system at least 10 days before the proposed event date and subsequently approved no later than 7 days before the event takes place.
12. At the discretion of the Senior Dean, a longer submission and consideration period may be required for events that are larger in scale, higher risk, high-profile, or otherwise require additional review.
13. All Student events involving external speakers must be approved in advance by the Junior Deans and the Senior Dean's Office. Some high-profile guest speakers may require approval from the President/Principal Bursar. Decanal approvals can only be processed during weeks 0-9.
14. Student led bookings are subject to the following:
  - (i) The college member booking the room must attend the function and be present throughout the entire event.
  - (ii) In addition to serving as a point of contact with the College and attending the event (see 14 (i) above), the event organiser assumes full personal responsibility for:
    - ensuring that College facilities used are left in suitable condition, with lights and equipment turned off after use, AV equipment locked away;
    - ensuring that food and drink is not taken into rooms unless this is permitted;
    - all attendees adhere to College Rules and Regulations



- (iii) Student events must not intend to make a profit. Any event that intends to make a profit will be treated as a commercial event and charges levied for facilities.
- (iv) The cost of any damage will be charged to the named responsible person.
- (v) Room keys/fobs are collected from the College Lodge and returned at the end of the event.
- (vi) Non-compliance with these procedures may result in individual(s), as well as a club or society on whose behalf a booking has been made, forfeiting the right to make further bookings.

### **UNIVERSITY SOCIETY EVENTS**

14. University Societies registered with the Proctors may take place as follows:

- Only where the St John's College Member booking the venue is a senior committee member of the society.
- University Societies must be registered with the Proctors, or have submitted an application, and provide evidence on request. In exceptional circumstances, and only at the discretion of the Senior Dean, a University Society may be allowed a period of grace in which to comply.
- No room hire charge will apply, however, any food or drink requirements must be provided by the College Catering Department and charged at the external rate. Things like pre-packed snacks and take-away pizzas may be approved at the discretion of the Events team, subject to the Colleges Food Safety processes.

### **TRINITY TERM EXAM PERIOD**

15. In order to preserve a suitable environment conducive to revision and exams, the period from Sunday of week 5 Trinity Term to Saturday of week 9 Trinity term (inclusive) will be limited to events that cause minimal disruption.

Permitted events:

- A room booking or event for academic purposes
- A room booking or event for Access and Outreach
- Small events (less than 20 people) for dance practice or an exercise class
- Events approved on the College Calendar by the Domestic & Establishment committee or Promotion of the Arts committee

### **COLLEGE LED EVENTS AND ROOM BOOKINGS**

- 16. College led events or room bookings must be organised by a member of the Academic or Professional staff.
- 17. All College led events or room bookings should be requested via the intranet events request system with the exception of those standard College events agreed as part of



the termly calendar. Rooms for academic teaching may also be booked directly with the Lodge.

18. The SCR spaces are excluded from this booking process. Use of the SCR spaces can be used for College committee meetings and events for SCR members, in liaison with the Steward of the SCR in the first instance. Once agreed with the Steward of the SCR, the details of the event can be arranged with the Events Office directly.

### **ARTS AND MUSIC EVENTS**

19. Any art event request in the Barn must be made via the intranet events request system for initial approval from the Keeper of the Pictures.
20. Art events in the Dolphin gallery should be organized by students, in liaison with the Keeper of the Pictures.
21. Music and performance events in the Auditorium must be made via the intranet events request system for initial approval from the Music and Visual Arts Officer.

### **SPORTS PAVILION EVENTS**

22. Any request to use the Pavilion at the Sportsground must be made via the intranet events request system for an initial availability check with the Head Groundsman. Any subsequent decanal and catering requests will be reviewed by the relevant department.
23. The Sports Pavilion is intended to be used to support sports at the grounds. This can include events such as pre and post-match gatherings or sports training events. The Pavilion is an unlicensed venue and, due to it being in a residential area, is not intended for large social events or televised sports. Other college facilities may be requested for these events.
24. Exceptional college led events may be organized from time to time as agreed by D & E committee.

### **RECIPROCAL COLLEGE EVENTS**

25. There are a number of long-standing reciprocal events that take place between St John's College and other colleges or institutions. These events should be discussed with any relevant college officers at least the term before they are proposed to take place. This applies to St John's College members visiting participating organisations, or visitors coming to St John's.
26. Any reciprocal events must be approved in principle the term prior to the term in which the proposed event is due to take place by the Domestic & Establishment committee. The exact details can then be approved through the usual decanal process.

### **BOATHOUSE EVENTS**

27. Any request to use the Boathouse for an event must be made via the intranet events request system for decanal and catering requests to be reviewed by the relevant department.



28. The boathouse is intended to be used to support rowing activities, and can include events such as pre and post-row gatherings or training events.
29. The Boathouse is an unlicensed venue, however, a Temporary Events Notice (TEN) can be requested a term in advance for Summer Eights. The request should be made to the Domestic Bursar. The Summer Eights event must be staffed by a member of the college who is a Personal Licence holder and they must be present throughout. A small social event for the boat club is ordinarily permitted, subject to decanal approval, for Torpids, however, sale of alcohol and large numbers of guests is prohibited.

### COMMERCIAL EVENTS

30. The College offer comprises high-quality and competitively priced dining, conference and accommodation facilities. The offer does not include provision of education delivered by St John's academics or students and does not include any form of certified study unless authorised by the Education Policy Committee or Governing Body.

St John's endorses the advice provided by Oxford University Admissions for prospective applicants not to pay for preparatory courses. It follows that bookings should not be taken for this purpose. Companies supplying education services not linked to the admissions process may book the college's facilities for this purpose.

31. All external bookings should meet the same standards as set out in the College's policy on visiting speakers.
32. Commercial events are subject to an Events Booking Agreement and must adhere to the contractual terms and conditions detailed in the agreement.
33. Commercial Events must agree to abide by the College's code of conduct for visitors.

### CHARGES FOR THE USE OF THE COLLEGES EVENT FACILITIES

34. The College facilities charges are set by the Principal Bursar and Domestic Bursar annually each Trinity term and all events, internal and external, are subject to charges. Current charges are available to view on the College intranet.
35. The Internal/External charge model applied to the event is determined by the person or entity paying the invoice. Internal events are typically exempt from VAT, with the exception of alcohol.
36. Events treated as **Internal** events include:
  - a. Any event charged to a relevant College allowance (Domus, Research, Entertainment);
  - b. Any event charged to a College members Battels
  - c. Any event charged to a University department where the event is funded by a grant held by a College member



- d. University Access and Outreach events approved by Ed Pol or the Fellow for Access

VAT will not be applicable except for any alcohol that is provided for an Internal event.

37. Any event where the invoice is paid via any other means not listed in point 36 of this policy will be treated as an **External** event, and VAT will be applicable.
38. Where invoices are split the relevant charge model (Internal/External) will be applied to each portion of the split charges.
39. For events type A to G there will be no function/meeting room hire charge applicable. Charges for any catering and non-standard AV will apply. For all other event types, the function/meeting room charge will apply (exceptions apply for Society events as detailed under the relevant section in this policy).
40. Any University Access and Outreach events (as per point 36.d) that meet the College's charitable objectives (for example UNIQ/UNIQ+) will be charged external rates with a 35% discount applied. Bespoke rates for individual events may be agreed by Education Policy Committee on a case-by-case basis.



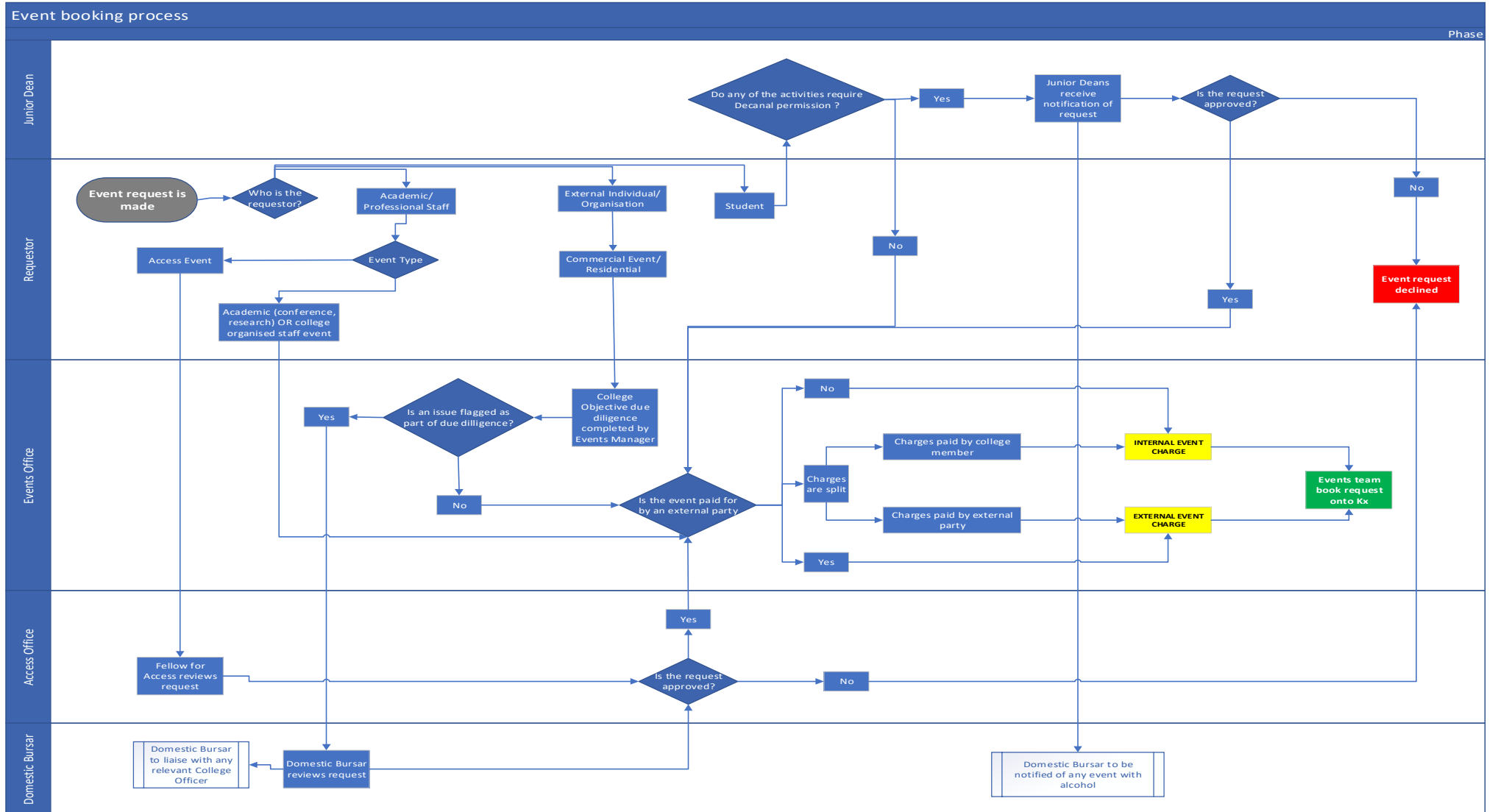
## Appendix A

Space	Type of space	Default setup	Term time use (weeks 0-9 inclusive)	Outside of Term time use (anything not in weeks 0-9 inclusive)	Book via
Dolphin Lecture Room	Lecture & Meeting	Boardroom	Teaching/College meetings – Fellows and staff only	Any	Intranet Room Booking
New Seminar Room	Lecture & Meeting	Boardroom	Any	Any	Intranet Room Booking
North Lecture Room	Lecture & Meeting	Classroom	Any	Any	Intranet Room Booking
14 St Giles Seminar Room H	Lecture & Meeting	Boardroom	Any	Any	Intranet Room Booking
15 St Giles Seminar Room C	Lecture & Meeting	Boardroom	Any	Any	Intranet Room Booking
45 St Giles Seminar Room	Lecture & Meeting	Theatre	Any	Any	Intranet Room Booking
21 St Giles Seminar Room	Lecture & Meeting	Boardroom	Teaching/College meetings – Fellows and staff only	Any	Intranet Room Booking
46 St Giles Seminar Room	Lecture & Meeting	Hollow Square	Any	Any	Intranet Room Booking
Rural Economy Room 1	Lecture & Meeting	Boardroom	Any	Any	Intranet Room Booking
Rural Economy Room 2	Lecture & Meeting	Boardroom	Any	Any	Intranet Room Booking
G04 Kendrew	Lecture & Meeting	Boardroom	Any	Any	Intranet Room Booking
G05 Kendrew	Lecture & Meeting	Boardroom	Any	Any	Intranet Room Booking
103 Kendrew	Lecture & Meeting	Boardroom	Any	Any	Intranet Room Booking
104 Kendrew	Lecture & Meeting	Boardroom	Any	Any	Intranet Room Booking
Prestwich Room	Lecture & Meeting	Classroom	Any	Any	Intranet Room Booking
203 Kendrew	Lecture & Meeting	Boardroom	Any	Any	Intranet Room Booking
Kendrew Café	Events room	Room only	Cafe	Café/ Special events by approval only	Events Office
B24 Kendrew	Events room	Room only	Any	Any	Intranet Room Booking
Larkin Room	Lecture & Meeting	Classroom	Any	Any	Intranet Room Booking



Garden Quad Auditorium	Lecture & Meeting, Music	Theatre	Lecture, meeting, music or performance. Permission from the Music and Visual Arts Officer is required for music or performance	Lecture, meeting, music or performance	Events Office
Garden Quad Reception Room	Events room	Room only	Any	Any	Events Office
Kawai Music Room	Music Practice Room	Room only	Music	Music	Intranet Room Booking
Rural Economy Music Room	Music Practice Room	Room only	Any	Any	Intranet Room Booking
Mark Bedingham Room	Lecture & Meeting	Boardroom	Teaching/College meetings – Fellows and staff only	Teaching/College meetings – Fellows and staff only	Intranet Room Booking
Barn Foyer/Studio and Exhibition	Art	Room	Art events	Art events	Events Office
Old Harpsicord Room	Lecture & Meeting	Boardroom	Teaching/College meetings – Fellows and staff only	Teaching/College meetings – Fellows and staff only	Intranet Room Booking
Sports Pavilion	Sports events	Room only	To support sport activity at the Sportsground	To support sport activity at the Sportsground	Intranet Room Booking

If rooms are equipped with special AV-equipment, priority may be given to events that are dependent on this equipment.





## POLICY HISTORY

<i>Date of GB approval</i>	<i>Brief summary of changes</i>	<i>Confirmation that linked documents have updated if necessary</i>	<i>College policy register updated</i>
June 2016	Generation of Policy	Confirmed	Yes (Sandra Campbell)
March 2017	Policy reviewed by Committee	Confirmed	Yes (Sandra Campbell)
March 2018	Policy reviewed by Committee and subsequently approved by GB	Confirmed	Yes (Sandra Campbell)
Jan 2019	Policy reviewed after changes to room booking permissions and approved by GB	Confirmed	Yes (Sandra Campbell)
Feb 2020	Web link updated. Policy reviewed by Committee and subsequently approved by GB.	Confirmed	Yes (Kate Doornik)
Jan 2021	Policy reviewed by Committee and subsequently approved by GB.	Confirmed	Yes (Sandra Campbell)
October 2021	Room booking policies for Staff and Students merged. Room booking procedure added.	Confirmed	Yes (Neil Tindall)
Jan 2022	Requirement for Fellows permission to rooms removed	Confirmed	Yes (Neil Tindall)
May 2023	Policy name changed; Inclusion of booking process; introduction of uniform approach to charging; addition of Art, Sports and reciprocal events	Confirmed	Yes (Neil Tindall)
February 2024	Added that student events must not generate profit; societies must be registered with Proctors	Confirmed	Yes (Neil Tindall)
February 2025	Added that some high-profile guest speakers may require approval from the President/Principal Bursar.	Confirmed	Yes (Neil Tindall)



March 2026	Amended submission timeframe for events requiring decanal approval.	Confirmed	Yes (Neil Tindall)
------------	---	-----------	--------------------