



Room Booking Guide for Students (extracted from Room booking by students procedure)

RESPONSIBLE COMMITTEE: Domestic Committee

RESPONSIBLE OFFICER: Home Bursar

LINKED DOCUMENTS: **Room Booking by Students procedure**

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Room Booking Guide for Students

Any junior member of St John's College may, with appropriate permission, book venues in college. This guide outlines the procedure for obtaining permission and booking venues.

Any booking is subject to the following rules:

- The function must be in line with the general ethos of St John's College.
 - The individual booking the room must be a current member of St John's, and they must attend the function and be present throughout the entire event.
 - The College reserves the right to decline block bookings.
- Appropriate authorisation is obtained, as explained below.

Types of Venue Available for Student Bookings

Most student events are held in the following rooms: the **Larkin Room, Prestwich Room** (Thomas White Quad), the **B24 Events Room** (Kendrew Quad), and the **Graves Room**. These rooms may be booked by a current member of St John's College free of charge, and events held in them may involve non-members of College. Booking is subject to availability and, for events requiring decanal permission (see below), subject to appropriate permission being granted.

On exceptional occasions you may consider booking other rooms in College, most of which require special authorisation – usually by a fellow. See the table below for a list of the different permissions required. There will be no room hire charge if the event is exclusively for members of St John's College.

Booking Requirements

All bookings, whether decanal permission is needed or not, must be made on **the JCR MCR Room Booking Form** that is available on the JCR and MCR Websites.

The following information must be provided for ALL Bookings by the party requesting the room:

- Organiser (first and last name)
- Email address/phone number
- Tutor
- Purpose of function and club/society
- Date



Time (from – to)
Number of attendees
Number of external attendees (i.e. non-members of St John's)
Name of external speaker and their organisation
Name of room.
Whether Decanal permission or Fellow's authorisation is granted.

N.B. If these details are not provided, the booking request cannot be processed.

Obtaining Decanal Permission

Decanal permission must be obtained from the Junior Deans if any of the following apply:

- i) Alcohol will be consumed at the event, whether purchased from the college or from elsewhere.
- ii) An external speaker is expected to give a talk (details of this should be presented to the Junior Deans).
- iii) There will be attendees who are not members of St John's
- iv) There will be more than 20 attendees (St John's members or non-members)

Instructions

Complete the mandatory fields at the top of the form. If these are not completed, the form will not be approved.

If the booking requires catering to be supplied by the College Catering Department (charges apply), complete the **Catering Requirements section** on the Booking Form.

If room set up is required, complete the **Room Set-Up Required section** and indicate your requirements on the page of diagrams and equipment.

If, in exceptional cases, the room that you wish to book requires authorisation from someone else (see the table at the end of this document), complete the **Authorisation for use of Room section** on the Booking Form, email it to the authorising person and have them confirm their permission.

Finally, if **Decanal Permission** is required, you must take a hard copy of your completed form to the Junior Deans. They will discuss the nature of your event with you. They will sign the form and give permission on the basis that particular conditions are observed in the management of the event.

The Junior Deans can be contacted at 15 St Giles during their office hours, Mondays, Wednesdays, and Fridays, from 5.30pm to 6.00 pm, unless otherwise noted. For events out of term ([from week 9 to week 0, all requests should be made via the Conference and Events office](#)).

Your room booking must be made at least 7 days in advance when decanal permission is involved: if bookings are requested with less than 7 clear days notice, they may well be refused.



All booking requests should be submitted as early as possible. Rooms can be booked weeks in advance if necessary.

Once all required approvals have been received, and all relevant sections completed, take the completed form to the Catering Office if catering is required, or to the Lodge if no catering is required.



TERM TIME STUDENT ROOM BOOKING AUTHORISATIONS

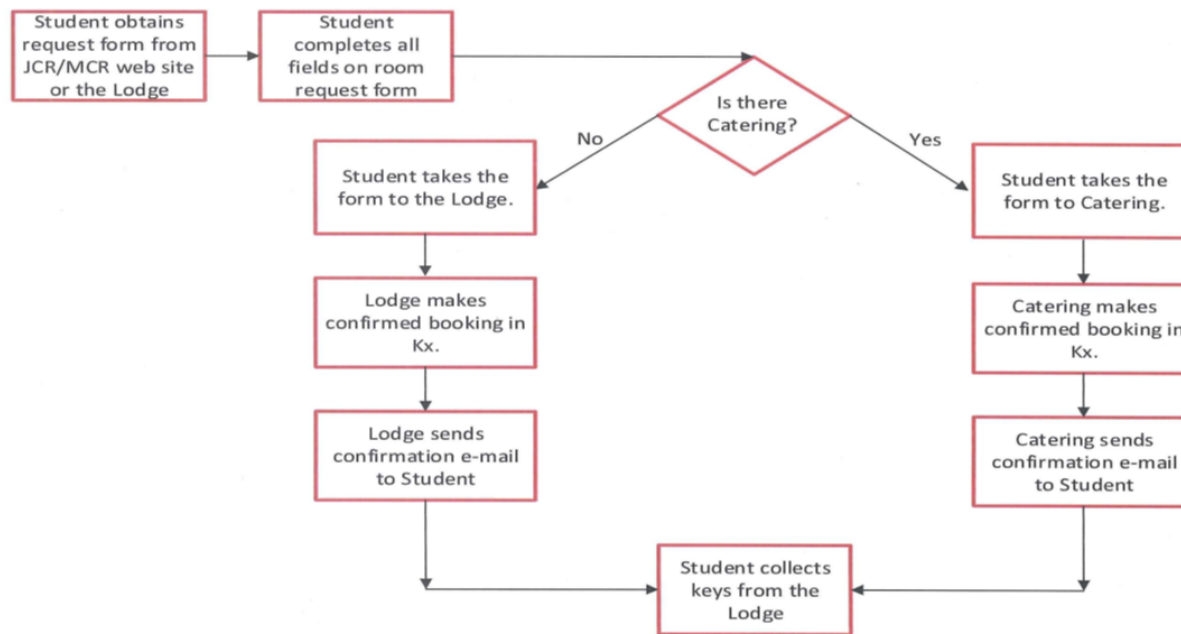
Space	Type of space	Permission required from
Dolphin Lecture Room	Teaching room	Fellow
New Seminar Room	Teaching room	Fellow
North Lecture Room	Teaching room	Fellow
14 St Giles Seminar Room H	Teaching room	Fellow
15 St Giles Seminar Room C	Teaching room	Fellow
45 St Giles Seminar Room	Teaching room	Fellow
21 St Giles Seminar Room	Teaching Room	Fellow
46 St Giles Seminar Room	Teaching room	Fellow
Rural Economy Room 1	Teaching room	No permission required
Rural Economy Room 2	Teaching room	No permission required
G04 Kendrew	Teaching room	Fellow
G05 Kendrew	Teaching room	Fellow
103 Kendrew	Teaching room	No permission required
104 Kendrew	Teaching room	No permission required
Prestwich Room	Function room	No permission required
203 Kendrew	Teaching Room	No permission required
Kendrew Music Room	Music practice room	Music and Visual Arts Officer
B24 Kendrew	Events room	No permission required
Larkin Room	Function room	No permission required
Graves Room	Function room/Meeting	No permission required
JCR (Bar extension Room)		JCR President
DVD Room		MCR/JCR Presidents
Garden Quad Auditorium	Teaching room/Function room	Music and Visual Arts Officer and Home Bursar
Garden Quad Reception Room	Function room	Home Bursar
Chapel		Chaplain
21 St Giles	Function room/Film Room	Prof N. Lübecker
Barn		Keeper of the Pictures



Kawaii Music Room	Music practice room	Music and Visual Arts Officer
Rural Economy Music Room	Music practice room	No permission required



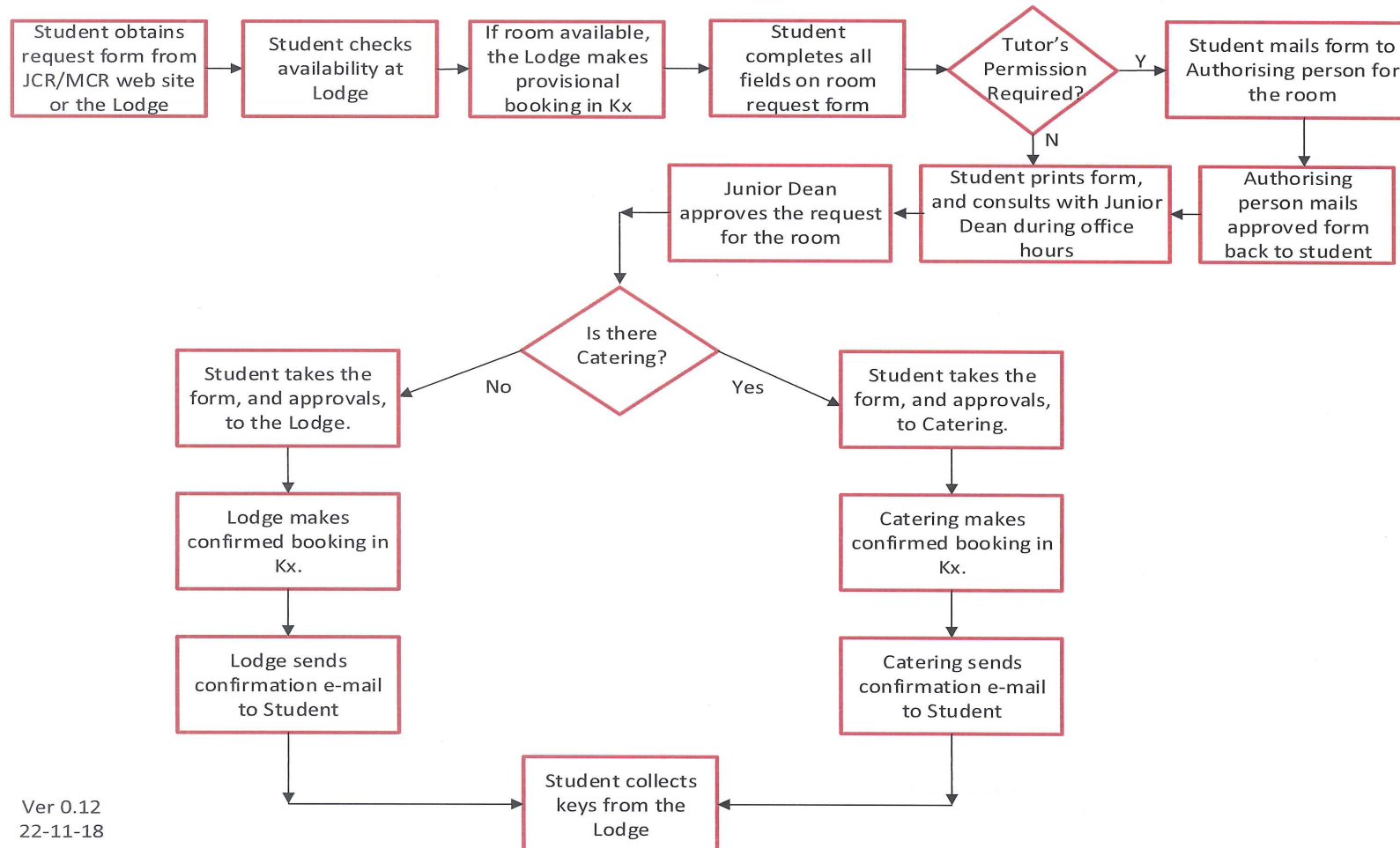
**STUDENT ROOM REQUESTS
NO DECANAL PERMISSION, NO ROOM AUTHORISATION**



Ver 0.12
22-11-18



STUDENT ROOM REQUESTS NEEDS DECANAL PERMISSION, AND / OR ROOM AUTHORISATION



Ver 0.12
22-11-18