Alumni House Guest Rooms
Terms and Conditions

We are very pleased to be able to offer guest rooms at Alumni House for alumni to use when they are returning to St John's. The rooms are managed as part of the College's overall accommodation, which is primarily student-focused, rather than what one might expect from a hotel.

Check-in and check-out

- Check-in is available at Main Porters' Lodge from 2pm
- Check-out is at 10am with keys to be returned to Main Lodge at that time
- The Main Lodge is open 24/7
- Upon arrival the Porters at the Main Lodge will ask guests to sign a form confirming their stay and, if they are a non-UK citizen they will be asked to include their passport number. The College is now required by law to have this information for all its guest rooms.
- Unfortunately, we are unable to accommodate early check-in and late check-out, owing to high demand
- The Porters are unable to help carry bags to guest rooms due to their health and safety. We apologise for any inconvenience this may cause.

Parking and Congestion Charges

- The College is unable to offer parking to alumni staying in the guest rooms. Further details of parking options in Oxford, including the Park & Ride service, can be found here: https://www.oxford.gov.uk/info/20078/parking_in_oxford
- Oxford has temporary traffic filters. More information can be found here: Oxford traffic filters | Oxfordshire County Council
- Further details on parking in Oxford can also be found here: Parking in Oxford – Oxford City Council

Breakfast

- Alumni are welcome to have breakfast in Hall when they are staying at Alumni House and the Hall kitchens are open. The current availability can be found in the folders in the guest rooms.
- Vegan & gluten-free breakfast options are available

Room options and facilities

Number	Floor	Facing	Beds	Notes
1	Ground	St Giles	Twin	Semi-access-friendly (bath in the room rather than wet room)
2	First	St Giles	Twin	
3	First	Quad	Double	
4	Second	St Giles	Twin	
5	Second	Quad	Double	
6	Second	Guest flat with living room facing Quad and Bedroom facing St Giles	Double	En-suite bedroom plus sitting/dining room and kitchen

- All rooms come with fridges, hairdryers, towels and portable fans.

Bed Sizes

- Double Rooms/ Flat King Size Bed 150cmx200cm.
- Twin Beds Twin Rooms Single Beds 90cmx190cm

Number of nights and bookings

- Alumni can book up to 10 nights per calendar year in the Alumni Guest Rooms.
- The maximum duration which can be booked at any single time is one week consecutively (7 nights in a row). If the duration of a booking exceeds this limit, guests will be asked to cancel part of the reservation.

While staying in the guest rooms

- Please pay attention to the signs and information in folders in the Alumni Guest Rooms regarding fire exits and fire assembly points.

Bookings and payment

- All rooms must be paid for 48hours in advance of arrival.

- All bookings and payment must be made by midday (using Monek) the day before the reservation and by midday on the preceding Friday for Saturday, Sunday and Monday. We are unable to accept bookings which fall outside of these periods.

Guests, children and pets

- Alumni can book a room for non-alumni guests as long as they are also staying at Alumni House for the full duration of the booking.
- The College is unable to accommodate anyone under the age of 16 to stay in any of the guest rooms or elsewhere in College.
- Unfortunately, it is not possible to accommodate pets in Alumni House, unless they are support animals.

Bookings for non-alumni

- Current Students
    - **Booking for Graduation**: Students are able to book up to two rooms, if available, in advance of their graduation by emailing alumnihouse@sjc.ox.ac.uk. To expedite reservations, please put the dates of your proposed visit in the Subject of the email. Beyond graduation ceremonies, current students are unable to make bookings until they have completed their course, at the point at which they are no longer classed as a student of the College.
- Alumni, students and members of staff of other Oxford colleges
- Alumni, students and members of staff from other colleges are unable to book rooms at Alumni House, due to the small number of rooms available and high demand.

2026 Prices

- Rooms: Single Occupancy £100 Double Occupancy £135
- Flat: Single Occupancy £115 Double Occupancy £155

2027 Prices

- Rooms: Single Occupancy £110 Double Occupancy £150
- Flat: Single Occupancy £125 Double Occupancy £175

Cancellation

- We ask for at least 24hours' notice for any cancelations. If less than 24 hours' notice is given, the full amount will be taken.
- Between 24 and 48 hours' notice, there will be a 50% charge.
- If more than 48hours' notice is given, a full refund will be given.
- **The time of your email will be taken as the cancellation time, even if we are unable to respond right away.**
- Once room has been used (including before being slept in), alumni will be charged full amount.

Lost property

- In the unlikely event that alumni take the key home, please return the key to the Alumni Office, St John's College, St Giles, OX1 3JP and cover the postage.
- Please email the Lodge (lodge@sjc.ox.ac.uk) and Housekeeping (housekeeping@sjc.ox.ac.uk) with details of the lost item and details of your visit (including dates and room number.)

Availability

- **Please be aware that the online system,** https://alumnihouse.sjc.ox.ac.uk/, **has the most up-to-date availability.**
- As we don't often receive cancellation requests, we don't hold waiting lists for rooms.
- For general enquiries, please email alumnihouse@sjc.ox.ac.uk, putting the date of your proposed visit in the subject line of your email as this will help us prioritise the high volume of enquiries we receive.

Enquiries – response time

Every reservation at Alumni House is important to us and we want you to enjoy your time back in College. Please appreciate that we need to prioritise bookings according to the proximity of the visit.
Please note our working hours are; 9am – 4pm, Monday – Friday.