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

RESPONSIBLE COMMITTEE: Domestic Committee

RESPONSIBLE OFFICER: Senior Dean

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 18:00 to 18:30, 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

<table>
<thead>
<tr>
<th>Space</th>
<th>Type of space</th>
<th>Permission required from</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dolphin Lecture Room</td>
<td>Teaching room</td>
<td>Fellow</td>
</tr>
<tr>
<td>New Seminar Room</td>
<td>Teaching room</td>
<td>Fellow</td>
</tr>
<tr>
<td>North Lecture Room</td>
<td>Teaching room</td>
<td>Fellow</td>
</tr>
<tr>
<td>14 St Giles Seminar Room H</td>
<td>Teaching room</td>
<td>Fellow</td>
</tr>
<tr>
<td>15 St Giles Seminar Room C</td>
<td>Teaching room</td>
<td>Fellow</td>
</tr>
<tr>
<td>45 St Giles Seminar Room</td>
<td>Teaching room</td>
<td>Fellow</td>
</tr>
<tr>
<td>21 St Giles Seminar Room</td>
<td>Teaching Room</td>
<td>Fellow</td>
</tr>
<tr>
<td>46 St Giles Seminar Room</td>
<td>Teaching room</td>
<td>Fellow</td>
</tr>
<tr>
<td>Rural Economy Room 1</td>
<td>Teaching room</td>
<td>No permission required</td>
</tr>
<tr>
<td>Rural Economy Room 2</td>
<td>Teaching room</td>
<td>No permission required</td>
</tr>
<tr>
<td>G04 Kendrew</td>
<td>Teaching room</td>
<td>Fellow</td>
</tr>
<tr>
<td>G05 Kendrew</td>
<td>Teaching room</td>
<td>Fellow</td>
</tr>
<tr>
<td>103 Kendrew</td>
<td>Teaching room</td>
<td>No permission required</td>
</tr>
<tr>
<td>104 Kendrew</td>
<td>Teaching room</td>
<td>No permission required</td>
</tr>
<tr>
<td>Prestwich Room</td>
<td>Function room</td>
<td>No permission required</td>
</tr>
<tr>
<td>203 Kendrew</td>
<td>Teaching Room</td>
<td>No permission required</td>
</tr>
<tr>
<td>Kendrew Music Room</td>
<td>Music practice room</td>
<td>Music and Visual Arts Officer</td>
</tr>
<tr>
<td>B24 Kendrew</td>
<td>Events room</td>
<td>No permission required</td>
</tr>
<tr>
<td>Larkin Room</td>
<td>Function room</td>
<td>No permission required</td>
</tr>
<tr>
<td>Graves Room</td>
<td>Function room/Meeting</td>
<td>No permission required</td>
</tr>
<tr>
<td>JCR (Bar extension Room)</td>
<td>JCR President</td>
<td></td>
</tr>
<tr>
<td>DVD Room</td>
<td>MCR/JCR Presidents</td>
<td></td>
</tr>
<tr>
<td>Garden Quad Auditorium</td>
<td>Teaching room/Function room</td>
<td>Music and Visual Arts Officer and Home Bursar</td>
</tr>
<tr>
<td>Garden Quad Reception Room</td>
<td>Function room</td>
<td>Senior Dean</td>
</tr>
<tr>
<td>Chapel</td>
<td></td>
<td>Chaplain</td>
</tr>
<tr>
<td>21 St Giles</td>
<td>Function room/Film Room</td>
<td>Prof N. Lübecker</td>
</tr>
<tr>
<td>Barn</td>
<td></td>
<td>Keeper of the Pictures</td>
</tr>
<tr>
<td>Kawaii Music Room</td>
<td>Music practice room</td>
<td>Music and Visual Arts Officer</td>
</tr>
<tr>
<td>-------------------</td>
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<td>------------------------------</td>
</tr>
<tr>
<td>Rural Economy Music Room</td>
<td>Music practice room</td>
<td>No permission required</td>
</tr>
</tbody>
</table>
STUDENT ROOM REQUESTS
NO DECANAL PERMISSION, NO ROOM AUTHORISATION

Student obtains request form from JCR/MCR web site or the Lodge

Student completes all fields on room request form

Is there Catering?

No

Student takes the form to the Lodge.

Lodge makes confirmed booking in Kx.

Lodge sends confirmation e-mail to Student

Yes

Student takes the form to Catering.

Catering makes confirmed booking in Kx.

Catering sends confirmation e-mail to Student

Student collects keys from the Lodge
STUDENT ROOM REQUESTS
NEEDS DECANAL PERMISSION, AND / OR ROOM AUTHORIZATION

Student obtains request form from JCR/MCR website or the Lodge →
Student checks availability at Lodge →
If room available, the Lodge makes provisional booking in Kx →
Student completes all fields on room request form →
Tutor’s Permission Required?

N

Junior Dean approves the request for the room →
Student takes the form, and approvals, to the Lodge. →
Lodge makes confirmed booking in Kx. →
Lodge sends confirmation e-mail to Student →
Student collects keys from the Lodge →

Y

Student prints form, and consults with Junior Dean during office hours →
Student takes the form, and approvals, to Catering. →
Catering makes confirmed booking in Kx. →
Catering sends confirmation e-mail to Student →
Student mails form to Authorising person for the room →
Authorising person mails approved form back to student →

Is there Catering? (No) →
Yes →