

## Terms and Conditions for the booking of College Rooms

Reuben College, January 2022

Organizers and attendees must be aware of, and adhere to, any Covid restrictions and guidelines in place, which can be found [here](#). The Graduate Common Room at Linacre is bookable by College members only, and the South Lodge Meeting room Fellows only.

Organizers must read and agree to these [terms and conditions](#) for booking college rooms before submitting their request online; in making a room booking request you are agreeing to abide by all relevant [College policies](#) including on [Freedom of Speech](#).

- Check availability of the room by [checking the Room Booking Calendar](#).
- Make your booking using the [Room Booking Request Form](#). Complete all fields and ensure that you read the terms and conditions below prior to making your booking otherwise approval may be delayed or denied.
- Please ensure that when you book a room for an event you block out adequate time for set up, over-run, and tidying.
- All members must cancel any un-needed bookings as soon as possible.
- Please indicate when you submit your booking whether your event will involve food or the consumption of alcohol. A risk assessment is required for all events involving alcohol.
- 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.
- Bookings for events with external speakers require a complete list of individuals speaking before approval can be considered. The title of the talk must also be provided. Complete information is required at least 5 working days in advance. The College may cancel any meeting or event where the required information has not been provided 5 working days in advance.
- If your booking is authorised, you will receive an email confirming the details of your booking. You will be contacted if your booking is not authorised.
- By using the online booking system you are only reserving that space pending approval; final confirmation that your booking has been approved will come from the College's Communications & Events Officer

### TERMS AND CONDITIONS

1. Rooms are intended to be used for the academic and social events of Reuben members. Only current Reuben students can make bookings; Reuben students must not book on behalf of students from other colleges.

2. 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 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.

3. You must book at least five working days in advance.

4. 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).

5. Rooms should always be left in the same layout as you find them... In particular, the partition walls must always be returned to the configuration you found them in. It is the responsibility of the event organiser to include enough time in the booking to allow for tidying up and moving any furniture back to its original location.

6. In authorising room bookings, the College will have to regard the College's duty to protect people from being drawn into terrorism, and must always be mindful of its statutory obligation to uphold free speech, including for visiting speakers.

7. If any guests external to the College who are attending an event are minors (aged under 18), this must be made clear when the booking form is submitted for statutory safeguarding reasons. 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.

8. Some bookings may require a risk assessment to be completed and submitted to the Communications & Events Officer for approval prior to the event, as an additional requirement to the standard terms and conditions. All requests for events involving alcohol must also be approved. Find more information about when a risk assessment is required in the [Risk Assessment Terms and Conditions](#).

9. 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.

10. For sale of alcohol, the Reuben Common Room is covered by the Linacre license. The selling or supply of alcohol in the GCR is only permitted: Sunday to Thursday 10:00 hours to 00:00 midnight and Friday to Saturday: 10:00 hours to 01:00 hours the following day.

11. Reuben College is committed to equality, diversity, and inclusion, and as such we request that events hosted in College locations consider how to ensure their event is accessible to all attendees, and be open to making reasonable adjustments as appropriate.