

Terms and Conditions for booking College Rooms

Staff/Fellows bookings

GENERAL INFORMATION

Staff and Fellows are only permitted to book the following rooms and must check availability on the [Events Calendar](#) before submitting a booking request:

- Abbot's Kitchen Function Room (available from December 2023)
- Dining Room
- First Floor Common Room (on a non-exclusive basis)
- Ground Floor Meeting Room
- Lecture Theatre

Organisers must adhere to the following terms and conditions and will be asked to confirm this when submitting a booking request.

HOW TO MAKE A BOOKING

1. Check availability of the room required by checking the [Events Calendar](#).
2. Make your booking using the Room Booking Request Form. Complete all fields and ensure that you read the terms and conditions before prior to making your booking, otherwise approval may be delayed or denied.
3. Please ensure when you book a room for a meeting or event that you block out adequate time for set up, over-run and tidying up.
4. All members must cancel any bookings no longer needed as soon as possible.
5. Please indicate when you submit your booking whether you require any IT equipment and what room layout is required. Changes to the room layout and any special equipment will be approved subject to the availability of the College Facilities and IT teams. There will not be assistance available on evenings and weekends.
6. Please indicate when you submit your booking whether your meeting or event will include alcohol or the consumption of alcohol. A risk assessment may be required in these instances.
7. 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.
8. 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.
9. 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.



10. 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 Events Office.

TERMS AND CONDITIONS

11. 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 organiser will be 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 event, irrespective of those who cause the damage.
12. Rooms are intended to be used for the academic and social events of Reuben members.
13. Rooms cannot be booked for independent study/personal use.
14. You must book at least 5 days in advance.
15. Rooms should always be left in the same layout and condition as you find them. 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.
16. 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.
17. 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.
18. 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.
19. Some bookings may require a risk assessment to be completed and submitted to the Events Office 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.
20. The service of food 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.
21. The provision of alcohol within college is only permitted by express permission of the Senior Tutor and Buildings Manager. You must specify clearly if alcohol is supplied in your booking.
22. Organisers and attendees must be aware of, and adhere to, any Covid restrictions and guidelines in place at the time.