

## Terms and Conditions for booking College Rooms

Reuben Staff/Fellows bookings for College business

### 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
- 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. Request the use of the room by emailing [events@reuben.ox.ac.uk](mailto:events@reuben.ox.ac.uk).
3. Please provide as much information as possible; including times the room is requested for, nature of the event (and whether externals to the college are invited), expected numbers, whether IT equipment and/or IT support will be needed, and any catering requests. 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. You will be asked for further details as necessary and sent an estimate of cost, as appropriate.
5. All required information must be provided at least 5 working days in advance of the booking, unless indicated otherwise (Event Referral Forms must be submitted 20 working days before the booking). The College may cancel any meeting or event, where required information has not been provided in the appropriate timescale.
6. Some bookings may require a Risk Assessment ([College Forms and Policies](#)) to be completed and submitted to the Events Office for approval prior to the event. Please clearly indicate when you submit your booking



whether your meeting or event will include the sale or consumption of alcohol. A risk assessment will always be required in these instances and the event will need to be approved by relevant College Officers.

7. The organiser of any event likely to fall under provision 6.2 of the College's Code of Practice on Freedom of Speech ([Governance and Policies | Reuben College](#)) is required to complete an 'Event Referral Form' ([College Forms and Policies](#)) at least 20 working days in advance.
8. Bookings for events with external speakers require a complete list of individuals speaking, and talk titles, before approval can be considered.
9. 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.

If your booking is authorised, you will receive an email confirming the details of your booking. No booking is confirmed until you have received this.

The Events team should be informed swiftly of any booking cancelled. Some charges may still apply if college has already incurred costs, e.g. in booking staff time or ordering food.

## **FURTHER TERMS AND CONDITIONS**

1. 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.
2. Rooms are intended to be used for the academic and social events of Reuben members. Room hire charges may be applicable otherwise, and other terms and conditions are applicable.
3. 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).
4. 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.
5. 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. Organisers should supply details of the date, time and place of the meeting, the names, addresses and colleges (if any) of the organisers, the and names of any expected speaker, whether or not a member of the College.

6. 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.
7. The **service of food** bought into the College is entirely the organizer's 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.
8. Organisers and attendees must be aware of, and adhere to, any **Health and Safety and other College** guidelines in place at the time.