



## **St Cross Building**

**Re-issued February 2017**

### **Room Booking Policy**

Set out below is a policy statement to clarify the system used to reserve, book, and generate income from the usage of lecture facilities within the St Cross Building. University Safety Policy Statement [S11/01](#) and the [Code of Practice on Meetings and Events](#) should be read as part of this policy.

This policy refers to the Faculties of English and Law (the 'faculties') and to the English and Law Libraries (the 'libraries'), all referred to collectively as the 'units'.

#### **1. Academic Term Timetable**

Faculties housed in St Cross Building issue a scheduled timetable of lectures at the beginning of each term. Term dates are, for the purpose of this policy, from week -1 to week 9 inclusive. Faculties schedule the lectures in the facilities as allocated to them as part of their space. A list of lecture facilities is at Annex A.

Any extra-curricular booking requests or requests for space from external sources during the academic term are handled by the respective occupying faculty and will not be made by the FM team. Facilities (e.g. room arrangements, IT/AV and catering) may be requested for such events from the FM team via Planon, normally followed up by a conversation with the Senior Facilities Manager.

#### **2. Room Booking Priority**

During the academic term (week -1 to week 9), all room bookings are prioritised in accordance with individual faculty arrangements. Details of these are held locally by the relevant administrator and appended to this document for information. The key exception to this is that Economics has first call on the Gulbenkian Lecture Theatre between 11am and 12 noon each week day. Users of the St Cross Building should also be aware that lecture list bookings for the Masters in Law and Finance have priority in the Cube Lecture Theatre.

During the vacation period, the priority for reservations of space will be:

- i) The Law Faculty and the English Faculty
- ii) The Law and English libraries
- iii) Social Science / Humanities Divisions
- iv) Other University departments (including other departments and faculties in the Social Sciences and Humanities Divisions).

- v) Student organisations.
- vi) Non University organisations.

In the event of occupying units requiring space at the same time period, each unit will have priority for their own facilities and negotiate with the budget holding unit for the use of other available rooms.

### **3. Vacation Booking**

‘Vacation’ is designated as the time outside of the academic term periods as listed in para. 1.

During the vacation period, all lecture facilities, less those notated as negotiable (starred on Annex A), will be managed centrally by the University Senior Facilities Manager (FM). Any requests for facilities during this period via a unit, must be redirected to the FM. Those notated as ‘negotiable’ will always be discussed between the budget-holding unit and FM before any booking is made.

Priority events organised by the occupying units during vacation should be notified to the FM (in practice this means by the end of February for events in the Long Vacation; by the end of June for events in the Christmas Vacation and by the end of November for events in the Easter Vacation). However, administrative staff need to be aware that due to the complexity and nature of a Conference/Summer School, many external organisations and some University departments require confirmation of the booking at least one year prior to the event. It is therefore essential that faculty events are planned in plenty of time to allow income generation from other organisations. It is however recognised that faculty business does not always lend itself to such advance planning and the FM will therefore make every effort to accommodate late-notice requests from building occupants in a suitable alternative teaching room (normally in the St Cross or Manor Road Buildings) without charge.

Once confirmed, an external event will not be cancelled in order to accommodate a late request from an occupying department. External events are confirmed by a binding contract, so it is not normally possible to change room bookings.

Facilities will be allocated on a ‘first-come, first-served’ basis. The FM will be responsible for managing the room allocation for vacation events as required by delegate numbers and the event specifications.

### **4. Room Hire Charges**

(See also the section on ‘Income’ below.)

Costs for events on behalf of non-occupying units should not impact on the budget of the St Cross Building, and all overheads, including administration costs, should be recovered. Income should be generated, whenever possible, for the use of University facilities, and space should be made available for shared use whenever possible.

St Cross Building occupying units will not be charged facility hire charges at any time for the

use of lecture rooms and equipment within the building unless requested to do so by the organising administrator (in which case, a Purchase Order should be raised and sent to the Senior Facilities Manager). Staff overtime costs will be charged to all external event organisers.

Events organised by unit staff, which are sponsored by one of the faculties within the building, are exempt from hire charges. For example:

(a) A member of the Academic Staff/Graduate Student of Law or English wishes to organise a subject related seminar for like-minded University students/staff – the student would require an academic sponsor - and the event sponsored by the faculty to avoid charges.

(b) A Faculty member organises an Institute/Professional Body seminar and wishes to use the building facilities – delegates are from other institutions, this event is technically an outside event and would be charged the full conference charge. (If the event involves a named Law firm this must always be checked with the Law Development Director before the booking is made.)

If the St Cross Building unit is charging a fee for the event or if they are arranging an event on behalf of another organisation and that organisation is charging a fee, then the full conference rates should normally be charged. A 25% non-refundable deposit will be taken from the external party at the time of the room booking. Faculties should not organise events on behalf of other organisations during vacation periods, this often leads to misrepresentation and misunderstandings; all such events must be organised through the Senior Facilities Manager.

### **Social Sciences and Humanities Division Units**

Members of the Social Sciences Division and Humanities Division housed outside St Cross Building and the Manor Road Building pay the following charges for room hire during academic term periods:

£100 per class in the IT Room  
£50 per class in the Lecture Theatre  
£30 per class in seminar rooms

### **Other University Departments**

Units who do not belong to the Social Sciences or Humanities Division, but are part of the University of Oxford, pay the conference rates listed at Annex B with a 20% discount (the discount is the profit margin charged to non-university organizations).

### **Student Societies**

In exceptional cases, Student Societies, registered with the Clubs Committee, may be able to use facilities for meetings etc. Departments would have discretion on the amount levied, depending on availability and organisational requirements.

## 5. Facilities

The facilities that are provided by the FM Team include:

**Refreshments** – Refreshments for departmental events should be booked via the PLANON on line facility. This is linked to the room reservation. Users without access to Planon must liaise direct with the FM regarding the provision of refreshments/lunch etc.

**Room layout** – The comments box on the booking system should be used to indicate the room layout. Users should be aware that some rooms are fitted with fixed seating as indicated at Annex A.

**IT/AV equipment** – Data Projector, Laptop/PC (no Apple computers) and a Visualiser is standard equipment in: both Lecture Theatres, White & Case room, Seminar K, Seminar Room F, Seminar Room D and The Cube. A familiarisation briefing, available upon request to the FM team, is recommended before using any of these items, especially advised for those using Seminar Room D as it has a different type of AV system set up in the room. Audio equipment is available in both of the main Lecture Theatres.

There are 4 x sets of mobile projection equipment available for use in other locations. This requirement must be indicated on the Planon Booking form. [UNDER REVIEW]

**Internet access** - All rooms have internet capability for presentations. Guests require to be registered to use the University WiFi. Access to the network is by arrangement with department IT Officers. Indicate the need for Internet on the Planon booking form when the mobile equipment is requested.

**Printing/signs/admin support** – administrative assistance for events is not automatically available in connection with room bookings. Any signage required must be provided or organised by the event organiser. Some display boards and signage stands are available upon request to the FM.

**Reception** – A reception area for events can be arranged by prior agreement with the FM. Registration must be handled by the event organisers.

**Coat/baggage storage** – There is no designated area available for the storage of baggage or coats. Any request for assistance with these items should be notified to the FM when requesting use of the facilities, as temporary arrangements are sometimes possible.

**Parking** – There is no parking at the St Cross Site. The car park is a University asset and any request for Conference/Event parking should be directed to; Mr R Harvey, University Security Services. There is a charge made for this service, if available. Contact the FM for more details and availability.

**Accessible Entrance** – There is a main accessible access route into the building which will give direct access to all areas of the building, and a disabled toilet can be found on most

floors. The FM team are available to advise and provide familiarisation in advance of an event for visitors if requested.

**Safety/Security** – The Security and Safety of delegates at events is the responsibility of the event organiser. University departments must comply with University Safety Policy S11/01-Safety Requirements for University Lecture Facilities and with the [Code of Practice on Meetings and Events](#).

The Facilities Management Team will monitor and supervise access/egress/capacity and take any necessary action to ensure the safety of attendees at University lectures.

Student organisations must submit a brief risk assessment and booking form to the FM prior to any reservation confirmation.

External Organisations must conform to the Conditions of Use as agreed at the time of booking. A booking request form and invoice details must be received by the FM before any reservation is confirmed.

## **6. Income**

All income generated from events in the St Cross Building is coded to the St Cross Building cost centre, and will therefore automatically off-set the running costs of the building, which are devolved to the occupying units on a *pro rata* basis according to the amount of space occupied.

The Senior Facilities Manager is the budget-holder for this cost centre and is responsible for setting the conference rates in agreement with the St Cross Building Management Panel.

## **7. General guidance on the use of Planon**

At all times, bookings should only be entered onto Planon when the person making the booking has responsibility for hosting/organising the event, or is acting on behalf of the host or organiser, who must be a member of academic or administrative staff.

Bookings should not normally be entered onto Planon by a member of staff from one department in space belonging to another department unless clear confirmation of the room booking has been given via email between the two departments. In the case of the Law Faculty Centres based outside the St Cross Building, their bookings should be made through the Law Faculty not the FM team.

No member of staff should amend or cancel another person's booking without consulting them first.

Changes and cancellations: room bookings can be made and amended on Planon any time up to the event, but all FM Facilities requests, including changes to numbers for catering purposes, must be made 48 hours before the start of the booking, and before 4pm on the day in question. Room bookings no longer required must be cancelled on Planon as soon as

possible, and cancellations less than 48 hours in advance must be notified separately to the Senior Facilities Manager.

Issued by the St Cross Building Management Panel

George Newman  
University Senior Facilities Manager

November 2016

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## Lecture Facilities (and conference rates) with effect from 01/01/2017

<i>St Cross Building Facility</i>	<i>Budget-holding unit</i>	<i>Half day price</i>	<i>Full day price</i>
<b>Lecture Theatre (140) – tiered fixed seating</b>	English	£380	£500
<b>Gulbenkian Theatre (240) tiered fixed seating</b>	Law	£380	£500
<b>Seminar Room A (25)</b>	English	£140	£230
<b>Seminar Room B (25)</b>	English	£140	£230
<b>Seminar Room C (15)</b>	English	£90	£150
<b>*Seminar Room D (30-33)</b> (behind the Cube)	Law	£140	£230
<b>*Cube - Seminar Room E(60) fixed seating</b>	Law	£250	£350
<b>*Seminar Room F (24-28)</b> (opposite the Cube)	Law	£140	£230
<b>*Seminar Room G (4-6)</b> (Tutorial room)	Law	£50	£75
<b>Seminar Room H (25)</b> (History of the Book Room)	English	£140	£230
<b>White &amp; Case Room (50) fixed seating</b>	Law	£140	£230
<b>Lecture Room K (40) fixed seating</b>	English	£140	£230
<b>Large Seminar Room, (18)</b>	Law Library	n/a – not available for external bookings	n/a – not available for external bookings
<b>Law Boardroom (20-35) fixed seating</b>	Law	£90	£150
<b>Seminar Room L (24 seated-40 standing)</b>	All	£140	£230

20% discount is offered on these prices to units who do not belong to the Social Sciences or Humanities Division, but are part of the University of Oxford.

## CONDITIONS OF USE

The following Terms and Conditions apply to all clients wishing to hire the facilities at St Cross Building. This includes units booking space outside of the academic timetable (e.g. events booked on behalf of student or other groups.)

1. The hirer agrees to pay the replacement cost of any damage, other than normal wear and tear, caused by those attending the clients' event.
2. The hirer agrees to indemnify St Cross Building against any claim made for any loss, damage or injury caused or sustained by any person attending the event.
3. The hirer agrees that the facilities will only be used for the purposes as agreed at the time of the booking
4. A responsible officer of the hirer must be present on site at all times during the hire period.
5. Hirers who wish to install and use Audio Visual Aids or other electrical equipment in any of the buildings facilities must consult with the Facilities Manager prior to the booking confirmation. The Facilities Manager may refuse bookings if such equipment may be disruptive.
6. Smoking is forbidden in all parts of the building and on the main steps of the building and as such the hirer agrees to enforce the ban during the period of the letting.
7. Food and Drink are not to be consumed in the lecture theatres and rooms.
8. The Building Management Panel reserves the right to take such action as is thought necessary in the event of an emergency or on grounds of safety and security.
9. All bookings must be submitted in writing using the Building booking form (example attached at Annex C). E-mail forms will be acceptable.
10. Room bookings may be subject to a non-refundable deposit of 25 % of the total room hire charge.