

## Room Booking Guide for Students

The College appreciates that it is important and beneficial to student life if its students are provided with an opportunity to book venues in the College for student-related functions.

### Rooms Specifically Available to Students

Irrespective of the type of function, SJC students organising rooms for groups that may include non-members of College can book the Larkin and/or Prestwich Rooms (Tommy White Quad) and the B24 Events Room (Kendrew Quad) free of charge for one-off functions in term time, if they are available.

When booking other rooms, there will also be no room hire charge, if the function is solely for an SJC audience. Should the number of attendees include a very small number of externals only there might be a possibility of an exception to this rule. Students should check this with the Office.

Any booking is subject to the following:

- The function must be in line with the general ethos of St John's.
- The SJC student booking the room must attend the function and be present throughout the entire event.
- The College reserves the right to decline block bookings.

### Other Rooms

SJC students are welcome to book other rooms in College depending on their availability and the type of function and audience. These bookings will be subject to the usual room hire charge. Only in exceptional circumstances might the College consider a waiver of this charge. Applications should be made to the Domestic Bursar via the email contact below and will be considered on a case-by-case basis.

### Booking Requirements

Bookings should be made through the Conference Assistant by emailing [conferences@sjc.ox.ac.uk](mailto:conferences@sjc.ox.ac.uk), and requests must provide the following details:

- date
- start and end time
- organiser (name and contact details)
- number of attendees
- description of the function
- catering requirements (any catering will be subject to a charge).

N.B. If these details are not provided the booking request cannot be processed.

Junior Members should also note the need to obtain decanal permission for any events. Room booking forms must be signed by the Junior Deans at least a week in advance of the function.

All booking requests should be submitted as early as possible. Though last-minute requests will be considered, it cannot be guaranteed under these circumstances that a decision will be made in time to facilitate the function, as the decision process might involve several College contacts.

## Room Charges

Standard room hire charges are:

Garden Quad Reception Room	£502/ <del>£302</del> * per day
Auditorium (seats 197)	£645/ <del>£387</del> * per day
New Seminar Room (seats 50)	£184 per day
Dolphin Lecture Room (seats 25)	£143 per day
North Lecture Room (seats 45)	£164 per day
Larkin or Prestwich Room (seats 40)	£164/ <del>£41</del> *per day
Smaller Rooms (seat 8 - 15 persons)	£ 66 per day
Barn, G18 Lecture Room (seats 50) incl. Foyer	£ 384 per day
Barn, G12 Exhibition Room	£ 205 per day
Barn, G18 (incl. Foyer) and G12 together	£ 512 per day

\* = Subsidised prices for University Societies

Garden Quad Reception Room:



Auditorium:



Foyer:



New Seminar Room:



Dolphin Lecture Room:



North Lecture Room:



Larkin Room:



## Prestwich Room



More seating options (class room style, theatre style etc.) and photographs of the Barn to follow...