

Student Room Booking Request.

Organiser (first and last name):
Email address/phone number:
Tutor:
Purpose of function and club/society:
Date:
Time (from – to):
Number of attendees:
Number of external attendees (i.e. non-members of St John's):
Name of external speaker and their organisation:
Name of room:

Is Permission from a Fellow Needed for Use of Room?

Is the room requested subject to authorisation by a Fellow? The list of Authorisations is shown in the Room Booking Guide for Students.

Is Room Authorisation required?:

Is Room Authorisation given?:

Name of Authoriser.

Date.

Student Room Booking Request.

Decanal Permission

Decanal permission **WITH 7 DAYS' NOTICE** is required if any of the following apply:

- your function has more than 20 attendees
- involves external attendees (non-members of St John's) or an external speaker
- alcohol is to be consumed.

Is Decanal permission required?

Is Decanal permission given?

Name of Junior Dean:

Signature of Junior Dean:

Date:

Decanal Notes.

Catering Requirements? (Charges Apply)

Water, Tea, Coffee, Biscuits etc. required?

For other Catering requirements, contact the Catering Office at: catering.office@sjc.ox.ac.uk

Is Room Set Up Required?

If basic room set up is required, please select layout below.

Number of people layout needs to seat?

Is equipment required, please select.

Slide Clicker

DVD Playback

Laptop

Projector

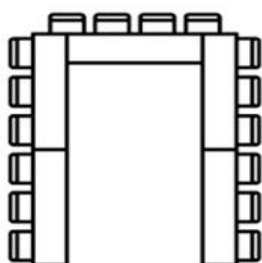
Speakers

Paper and Pens

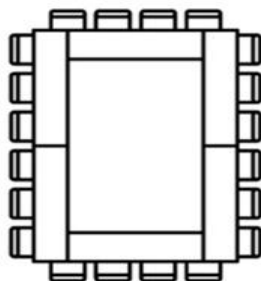
Screen

Student Room Booking Request.

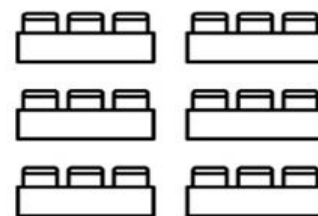
For more complex requirements, please contact the Domestic Stores at: stores.management@sjc.ox.ac.uk



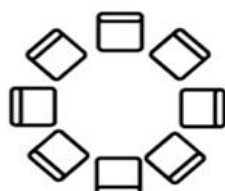
u - shape



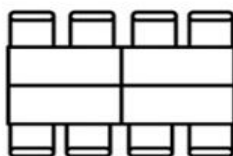
hollow square



lecture/classroom



circle of chairs



boardroom



theatre



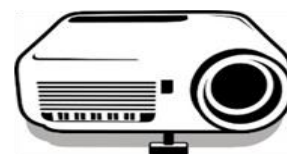
Slide clicker



DVD playback



Laptop



Projector



Speakers



Paper + pens



Screen

Permission from the Principal Bursar must be obtained if you wish to film the event.
