

PROCEDURE TO BOOK MEETING ROOMS FOR STUDENTS

As a general rule, current students may book the following rooms:

1. Harold Wilson Room
2. Seminar Room A & B
3. Music Room
4. Chapel (With Chaplain's permission)
5. CB Teaching Room "Philip Carey"
6. CB Teaching Room "A.J Dechet"
7. CB Meeting Room Stuart and Sue Woodward
8. Tower Practice Room

Fellows & Lecturers may book all teaching/meeting rooms.

The Harper Room may only be booked with the Principal's consent.

The Upper SCR may only be booked with the consent of the Steward (Phil Burrows)

For more detailed information, please see the 'Rules for meeting rooms' at the bottom of this document.

Booking rooms for students - Lodge General Notes

1. Students may book teaching/Meeting rooms for private study or exams (No authorisation is required).
2. Rooms should not be booked for longer than 4 hours. If more time is required, then this must be authorised by the Lodge Manager or Senior Lodge Supervisor.
3. A student can book a room in advance for the whole term. Example: (Every Monday from 9:00-10:00. All bookings will be confirmed with the requester by email as follows - **“I have booked the room for you. However, if a fellow or lecturer requires the room for teaching, they will take priority, and your booking for that particular session will be moved to an alternative room cancelled.”**
4. If a Student requires a room that requires Senior Member approval, then this must be approved by the Senior Member before the room is confirmed as booked.

Room booking requests for a party or recreational use

If a Student wishes to book a meeting or a party (example: Wine tasting). They should obtain permission from the Dean in the first instance.

Once permission has been granted, the Lodge can book the room on KX.

Current Rules & Regulations (2024)

- If students wish to hold a meeting or party in College or College-owned accommodation, they must seek the Dean's permission at least one week beforehand. Ensure that the room is available BEFORE seeing the Dean.

(For Club/Society and non-University events, they must contact the Conference and Events Manager, Simon Smith on (2) 79730.

- Students must take responsibility for all non-Jesus guests and ensure that they are accompanied by a member of Jesus College at all times.
- Organisers of meetings in College must familiarise themselves with the Codes of Practice on Freedom of Speech below. They must also notify the Dean immediately of any indication that the meeting may be improperly delayed or disrupted. <http://www.jesus.ox.ac.uk/about/public-documents> and <https://compliance.admin.ox.ac.uk/freedom-of-speech>
- Permission will not be given for parties or gatherings on Staircase V over the Hall or in Ship Street.
- Party organisers take responsibility to ensure that no damage is caused, that it does not disturb others and that the flat/room and its environment are left tidy afterwards.

The following rules may help you to ensure this:

- All parties shall be made by written invitation in advance only, and all persons invited shall be known to you personally. Parties in College rooms are limited to 20 people and parties in College flats are limited to 50 people.
- All meetings should be limited to members of bona fide College, University Club or Societies and their accompanied guests.
- The organiser must consider the potential threat posed by people of opposing views (in the case of meetings) or gate crasher and drunks (in the case of parties) and inform the Dean of your plans.
- At no time should your meeting or party create an unreasonable disturbance to others: the Dean, or deputy should not be required to adjudicate on this.
- Organisers will be held responsible for any damage or disturbance arising from your meeting or party
- All music and meetings shall cease by 11.00 pm, all parties shall disperse by 11.30pm.
- **You should apply for permission to hold a meeting or a party by e-mail to The Dean daniel.altshuler@lingphil.ox.ac.uk - indicating that you have read and agree to abide by these rules and include the following information:**
 1. Date, time and location
 2. Maximum number and that all attending will be members of Jesus College
 3. Names(s) of organiser(s)

Events may only proceed when the Dean's consent has been received by the requester.

<u>Rooms</u>	<u>Junior Members</u>	<u>Senior Members</u>	<u>Tutors</u>	<u>Permissions Required</u>	<u>Time Table</u>
Habakkuk Room (90)	Yes*	Yes	Yes	*Senior Member must sponsor meeting.	Mon- Sun 9am - 10pm
Memorial Room (25)	Yes*	Yes	Yes	*Senior Member must sponsor meeting.	Mon- Sun 9am - 10pm
Norman Washington Manley Room Upper SCR	No	Yes	Yes	A Senior Member must be present and the permission of the Steward of the Senior Common room must be obtained.	Mon- Sun 9am - 10pm
Peter North Room	No	Yes*	Yes*	Bookable only by Senior Member. *Not to be used for teaching.	Mon- Sun 9am - 10pm
TE Lawrence Room	No	Yes	Yes	Bookable only by Senior Member.	Mon- Sun 9am - 10pm
Pixley Ka Isaka Seme Room (5.1)	No	Yes	Yes	Bookable only by Senior Member.	Mon- Sun 9am - 10pm
Harper Room	No	Yes	Yes	Principal's permission (via Helen Gee) is required for all bookings.	Mon- Sun 9am - 10pm
Lecturers sml teaching room	No	Yes	Yes	Bookable by Tutors	Mon- Sun 9am - 10pm
Lecturers lge teaching room	No	Yes	Yes	Bookable by Tutors	Mon- Sun 9am - 10pm
Seminar room A (12)	Yes	Yes	Yes	Junior Members must be present in the room at all times	Mon- Sun 9am - 11pm * Can be booked early if for study purposes
Seminar room B (12)	Yes	Yes	Yes	Junior Members must be present in the room at all times	Mon- Sun 9am - 11pm * Can be booked early if for study purposes
Harold Wilson Room	Yes	Yes	Yes	Junior Members must be present in the room at all times	Mon- Sun 9am - 11pm * Can be booked early if for study purposes
Music room	Yes			Junior Members may book during permitted Music Hours (details in Undergrad handbook)	Mon- Fri 9.30am - 9.00pm Sat - Sun 9.30am - 11pm
Chapel	Yes			Junior Members may book during permitted music hours with Organ Scholars permission. Mon -Sun 11am-7pm	Mon - Sun 11 am - 7pm

Rules for Meeting Rooms (Cheng Building)

Rooms	Junior Members	Senior Members	Tutors	Permissions required	Time Table
CB Study Space Alejandro Jack Southworks (10)	Study Space (Not bookable)	Yes	Yes	Open Study Area	Mon- Sun 9am - 10pm
CB Media Room (24)	No	Yes	Yes	Bookable by Tutors / Teaching space only	Mon- Sun 9am - 10pm
CB Teaching Room 'Stuart & Sue Woodward (8)	Yes	Yes	Yes	Bookable by Tutors / Teaching space only	Mon- Sun 9am - 10pm
DH Study Space Jhonny Halife Southworks (10)	Study Space (Not bookable)	Yes	Yes	Open Study Area	Mon- Sun 9am - 10pm
CB Teaching Room "Philip Carey" (12)	Yes	Yes	Yes	Junior Members must be present in the room at all times	Mon- Sun 9am - 10pm * Can be booked early if for study purposes
CB Teaching Room "A.J Dechet" (12)	Yes	Yes	Yes	Junior Members must be present in the room at all times	Mon- Sun 9am - 10pm * Can be booked early if for study purposes
CB 1st Floor Multi-Faith room (10)	Open 24/7 Not bookable	Yes	Yes	No restrictions.	Available at all times
DH Basement Break out room 1 (25)	No	Yes	Yes	Bookable by Digital Hub Fellow or via Conference Office.	—
DH Basement Break out room 2 (25)	No	Yes	Yes	Bookable by Digital Hub Fellow or via Conference Office.	—
CB Digital Hub (120)	No	Yes	Yes	Bookable by Digital Hub Fellow or via Conference Office.	—

DH Ground Floor 1 (10)	No	Yes	Yes	Bookable only by Fellows during Term Time	–
DH Ground Floor 2 (10)	No	Yes	Yes	Bookable only by Fellows during Term Time	–
CB Cafe (50)	Yes	Yes	Yes	Common area during term with private functions allowed in vacation. Student / college sponsored events also permissible in term	–
The Buchanan Tower Room (26)	No	Yes	Yes	To be used for fine dining or corporate events. Booking only via Conference Office	–
Tower Meeting Room (12)	No	Yes	Yes	Bookable only by Senior Member.	Mon- Sun 9am - 10pm
AFK ESports Suite (20)	yes	Yes	Yes	Junior Members must be present in the room at all times	Mon- Sun 9am - 10pm
Tower Practice Room (4)	Yes	Yes	Yes	Junior Members must be present in the room at all times	Mon- Sun 9am - 10pm

