Appendix 1 - Code of Practice for the use of the Club Room, Seminar Rooms 3 and 4, and College Grounds

1. Management

Housekeeping is responsible for the care and upkeep of the furnishings and furniture of the Club Room and Seminar Rooms 3 & 4.

The Head of Grounds & Gardens is responsible for the Pavilion and College grounds.

The Conference & Accommodation Manager is responsible for bookings and issuing Dean’s forms.

2. Use of Rooms

(a) Staircase Parties: Under the updated Fire Regulations, staircase parties for more than 20 persons are not permitted under any circumstances. Parties for a maximum of 20 persons do not require Dean’s permission. All College Hostels are subject to the same rules.

(b) The Club Room, Seminar Rooms 3 and 4, and Grounds are available for use by College Clubs and Societies, and by individual members of College, during Full Term. In certain circumstances the Wolfson Hall Foyer may be used with the sanction of the Librarian and Dean. There are additional restrictions on parties during the Easter Full Term. (The dates and hours of the Quiet Period during Easter Term will be announced after the first Council meeting of that term)

(i) Events other than parties have first claim on the rooms. Events organised by College Clubs and Societies of the Combined Common Rooms Finance Committee have precedence.

(ii) Parties may be held in the rooms on Fridays and Saturdays if they are not required for other events. Such parties will be restricted to Churchill College Clubs and Societies and members of College.

3. Conditions

(i) Permission of the Dean must be obtained for all parties organised by Junior Members other than Staircase Parties. The Dean is available as advertised on the Tutorial notice board.

(ii) Parties must terminate at 11.30pm and the area cleared by midnight, except for Saturdays when they must terminate by 12.30am.

(iii) Numbers of persons attending must not exceed:
- 50 for the Club Room
- 30 for Seminar Rooms 3 and 4
- 100 for barbecues or Summer parties in the grounds

(With the agreement of the Head of Grounds & Gardens and if applicable the residents of 70/72 Storey’s Way)

(iv) The noise must not be of a level to disturb or inconvenience other members of College. Amplified or live music is permitted only in the Pavilion or Buttery. No amplified music is permitted in the other rooms or grounds.

(v) Clubs or Societies must be properly constituted; this means they must have a Senior Treasurer, who shall be (a) a Senior Member of the College, and (b) be invited to attend any such dinner or party.
(vi) All events must be sponsored by at least one Churchill student.

4. Procedure for bookings

(a) Bookings of these rooms will be made by the Conference Office.

(b) Officers of the College Clubs or Societies or members of the College wishing to use the room should first check with the Conference Office that the room is available on the date required. **At least seven days notice** of a booking is required so that the booking can be included on the Weekly Events list.

(c) If available on the date required the Conference Office will book the room provisionally and provide a booking form for the Dean to authorise the holding of the functions and the numbers allowed. This form must give the name of the organiser, who will be required to affirm in writing that they will abide by the regulations and also provide the names of 4 responsible persons who can be contacted by the Porters.

(d) On the return of this form, signed by the Dean and the necessary deposits or charges, the Conference Office will confirm the booking and include it on the Weekly Events list. The Conference Office will circulate copies of the signed form to the relevant Departments.

5. Charges

(a) Official Club and Society Functions

A deposit of £50.00 is required and this is returnable providing no damage has occurred and no special cleaning is necessary. A £150.00 refundable deposit is required for the booking of the Dining Hall.

(b) Private Parties

There will be a non-refundable booking charge of £40.00 for a private booking. If the private booking is taking place in the College Grounds there will be a non-refundable charge of £20.00.

(c) University Clubs & Societies

There will be a non-refundable booking charge of £50.00. Extra charges will be imposed if damage has occurred.

6. Catering and Drinks

Catering and drinks for parties will normally be supplied by the College Catering Department and details should be arranged with the Catering Manager (extension (3)36130). Contract catering will not be permitted. The Catering and Manager is empowered to restrict the amount of alcohol available for dinners and parties to 10 units per person. This non-draconian restriction is based on information issued by the [Medical Council on Alcoholism](https://www.mca.uk侄y).