

Terms and Conditions for Booking Meeting Rooms

The Conference office is responsible for meeting rooms and grounds bookings.

Certain bookings will require Deans or Senior Tutors approval.

Use of Rooms

The Meeting rooms are available for use by College Clubs and Societies and by individual members of the College during Full Term. In certain circumstances the Wolfson Foyer may be used with the approval of the Librarian and the Dean. There are additional restrictions during the Quiet Period (Easter Term).

Conditions

- 1) The Dean's permission must be obtained for all parties and events organized by Junior Members, other than Staircase parties with 10 attendees or fewer, JCR and MCR meetings and recurring Churchill College Society meetings. Certain events will also require authorization from the Senior Tutor. A booking form is available on the website and must be submitted at least 10 days before the date of the proposed event.
- 2) Meetings/Parties must end at 23:00 and the area cleared by 23:30, except for Saturdays when they must end by 00:30 and the area cleared by 01:00. The number of people attending the event must be agreed with both the Dean and the Conference Office. Noise must not be of a level to disturb or inconvenience other members of the College. Amplified or live music is only permitted in the Buttery or JCR Games room.
- 3) 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.
- 4) All events must be sponsored by at least one Churchill Student.
- 5) University Societies and Clubs must be registered with the University.
- 6) Public Liability Insurance is required to the value of £5million for non-Churchill members and Societies.
- 7) Risk Assessments of the planned activities must be provided to the Conference Office in good time.
- 8) The College do not accept responsibility for any property or articles placed or left on the premises by a hirer, or by any person for the use or purpose of the hirer, or by any person who is on the premise by the consent of the hirer.
- 9) The hirer shall be solely liable for and indemnify Churchill College in respect of any liability, loss, claim or proceedings whatsoever in connection with personal injury to, or damage to the property of any persons arising out of the hiring. If any damage is done to the building, floor or fixtures and fittings during the use of the premises by the hirer or if any articles owned by the College or other person to whom the College is responsible are lost, damaged or found to be missing the hirer shall on demand pay full compensation to the College or such other persons for the damage or loss.
- 10) Modifications may not be made to the College, rooms, grounds or equipment.
- 11) Equipment may not be removed from rooms or grounds without prior permission from the Conference Office.