**St Catherine’s College Student Booking Form & Guidelines**

**Please read the below information carefully. Failure to do so will not exempt you from disciplinary action should any conflict of these instructions take place.**

* You must be a current St Catherine’s College student in order to book a college room.
* For St Catherine’s College students, there will be no room hire fee for a St Catherine’s College-only event.
* For St Catherine’s College students who are President of a registered University club or society event, there will be no room hire fee.
* A room hire fee will be applied for St Catherine’s College students booking for a University Society if they are not the President, no matter of their position within the Society Committee.
* For OUSU bookings, there will be no room hire fee; however, the room must be booked through the JCR (or MCR) President.
* Please note that no externally purchased food or drink may be brought into college rooms. Any catering must be booked through college.
* Students using either of the Lecture Theatres must attend compulsory equipment training with the IT department prior to their event.
* All bookings requiring catering must be paid for at least seven working days prior to the event taking place.
* Please note that a credit card number may be required at the time of booking, as a means of guarantee against any costs.
* You are required to give a minimum of seven working days’ notice when requesting an event booking.

You should also be aware of the contents of the College’s [Code of Practice on Freedom of Speech](https://www.stcatz.ox.ac.uk/modules/ckeditor/ckfinder/userfiles/files/Code_of_Practice_on_Freedom_of_Speech.pdf).

**Part A**

**Please tick one of the below options:**

I am St Catherine’s College student

I am President of a University Society and a St Catherine’s College student

Please name your society/group Click here to enter text.

Please provide the web link to your society website Click here to enter text.

**Please tick one of the below options:**

I am requesting a room-only booking (no room setup, no catering required and no performances)

*(Please fill out parts B and D only)*

I am requesting an event booking (any event requiring catering, college grounds, or any external equipment or materials brought in)

*(Please fill out parts B, C and D)*

**Part B**

**Personal Details:**

First Name Click here to enter text.

Surname Click here to enter text.

Phone Number Click here to enter text.

St Catherine’s College Email Address Click here to enter text.

**Event Details:**

Maximum number of attendees Click here to enter text.

Preferred Room Click here to enter text.

Preferred Date Click here to enter a date.

(Alternative Date) Click here to enter a date.

Timings Click here to enter text.

Description of event *(Please complete in as much detail as possible. If this is a speaker meeting or debate, a title and details of format will be needed.)*

Click here to enter text.

Who will be attending the event? *(Please indicate rough numbers attending in each category)*

Students (Catz) Numbers: Click here to enter text.

Students (other) Numbers: Click here to enter text.

Fellows/Tutors Numbers: Click here to enter text.

Members of public Numbers: Click here to enter text.

External speakers or performers Details: Click here to enter text.

VIPs (politicians, journalists, celebrities) Details: Click here to enter text.

Will this event be ticketed? Choose an item.

Provide details or web links of any advertisements that will be placed for the event

Click here to enter text.

**Part C**

**Please tick all of the below options which apply to your event:**

**Where payment is required please provide details of who will be paying for the event:**

*(e.g. Society, Personal Battels, External Company or Department)*

Click here to enter text.

I require catering for my event

Specify details Click here to enter text.

I require a specific room layout

Choose Standard Layout Choose an item.

Other (Please Specify) Click here to enter text.

I require AV equipment for my event

Specify Details Click here to enter text.

I require the use of college grounds for my event

Specify Details Click here to enter text.

**Part D**

**Terms and Conditions**

* You may be asked to prove that you are President of a Society by providing a link to the society’s website.
* Any unreasonable extra work caused to college staff may also incur an additional charge.
* All events must be finished and cleared by midnight. Any requests for an extension of this time must obtain permission from the Dean and must give a minimum of seven working days’ notice.
* You are expected to ensure that the room is in impeccable condition, with the furniture in the same place, all lights turned off, and the individual room instructions for equipment followed.
* By filling out this form, you are agreeing to be held financially liable for any damage caused to the room, furnishings or equipment. You will also be held responsible for the behaviour of all of your guests, who are expected to conform to College Guidelines.
* Any changes in the nature of your event may result in you having to re-apply.
* We withhold the right to refuse bookings for any student who has previously disregarded these or any other college regulations.
* Any exceptions made to these guidelines will be done so on an individual basis, and will not affect decisions made for future events.
* Your attention is drawn to the College’s [Code of Practice on Freedom of Speech](https://www.stcatz.ox.ac.uk/modules/ckeditor/ckfinder/userfiles/files/Code_of_Practice_on_Freedom_of_Speech.pdf). Those booking a room for an event, meeting, exhibition etc. are required to obtain the permission of the Dean via the Accommodation Office, at least seven working days before the event, using a booking form obtainable from the Accommodation Office.
* Any breach of these conditions may result in disciplinary action.

I have read and agreed the Terms and Conditions stated above, and on the front page, and understand that I am responsible for adhering to these instructions.

Signature Click here to enter text.

Date Click here to enter a date.

**For Office Use Only**

**Dean/Accommodation Officer Approval** Click here to enter text.

Date Click here to enter a date.

**Internal Events Administrator Approval** Click here to enter text.

Date Click here to enter a date.

**Event Referral Form**

**Part 1: Your details**

Full Name Click here to enter text.

Phone Number Click here to enter text.

Email Address Click here to enter text.

**Part 2: Proposed event details**

Reason for referral *(Please explain why you believe the event raises concerns under Section 2.6 in the St Catherine’s College* [*Code of Practice on Freedom of Speech*](https://www.stcatz.ox.ac.uk/modules/ckeditor/ckfinder/userfiles/files/Code_of_Practice_on_Freedom_of_Speech.pdf)*)*

Click here to enter text.

Proposed event title Click here to enter text.

Proposed event date Click here to enter a date.

Proposed event time Click here to enter text.

Proposed/ preferred venue Click here to enter text.

Brief description, including event format: *(Talk/Lecture/Debate/Q&A session. What is the topic? How many attendees are expected? Who is being invited, members of College only, members of the University?)*

Click here to enter text.

Proposed External Speaker(s) *(Please provide the full name, address and occupation of the speaker.)*

Click here to enter text.

Please submit the completed form to the Dean at least seven working days in advance of the proposed event by email.