



**Chemistry meeting and conference
rooms
Booking Policy**

May 2016

Overview

The Chemistry room booking policy for its meeting and conference facilities is designed to ensure that these are effectively used in a consistent and fair manner. The policy covers which spaces within the buildings are available, any restrictions on use and conditions and procedures associated with making a booking and preparing for a meeting.

All Chemistry meeting rooms are available to all Chemistry staff and employees.

The Department accepts external bookings which encourages interaction and helps promote 'Chemistry'. These are only accepted after the needs of the Department are taken into consideration, and following the annual block booking of group meetings.

The following rooms are available to other University Departments and external users:

- CRL (bookable through the Conference Team)
 - Wolfson Seminar Room
 - Basement Meeting Room
- ICL (bookable through ICL Reception or the Conference Team)
 - Abbot's Kitchen
 - The Chapel
 - Lecture Theatre
- PTCL (bookable through PTCL Reception or the Conference Team)
 - JSR Seminar Room
 - Hinshelwood Meeting Room
 - Lecture Theatre

There are other rooms which are available for internal meetings only, and which should be booked in consultation with staff indicated in square brackets.

- PTCL
 - CDT Seminar Room [[Leema Erben](#)]
 - Theory Room [[Linda Taylor](#)]

Booking Procedure for rooms in CRL

- Groups may block book rooms for up to one year up to and including the end of August each year. New booking forms for the forthcoming year will be accepted from the 1st June and will be processed on an 'as received' basis and confirmed by e-mail. The annual year will run from 1st September – 31st August.
- From 1st July onwards vacant time slots will be available to other users and will generally be on a first come first served basis following the annual allocation of group bookings.
- All group bookings for rooms in the CRL are to be sent to the Conference Team electronically - conferences@chem.ox.ac.uk.
- Booking forms should include all requirements, i.e. meeting purpose, number attending, room layout, hospitality requirement, audio visual requirement and any other additional facilities etc. The number of people permitted to attend must not exceed the stated capacity of the room – please consult <http://www.chem.ox.ac.uk/rooms/roombooking.html>.
- For Groups wishing to book more than one prime slot per week, the second and any subsequent slots may be subject to change should this be necessary.
- Each time slot requested should be entered on a separate form.
- The Department reserves the right to change a booking to accommodate meeting group sizes and in other exceptional circumstances. Such circumstances, which apply principally to the Wolfson Seminar Room, are for example, for sponsor visits, RCUK visits and other essential business needs. The Conference Team will use their best endeavours to find a suitable alternative.
- Room layouts for weekly group meetings will be entered as the previous meeting set up, unless otherwise informed.
- Provisional bookings will only be held for five working days, after which the room will be made available again for alternative bookings.
- It is recommended that organisers of Guest Seminars book a half hour set up time to allow sufficient time for their guests to set up laptops or memory sticks.

Booking Procedure for rooms in ICL and PTCL

- The booking of rooms in ICL and PTCL can be undertaken through ICL Reception and PTCL reception respectively via the following weblink:
<http://www.chem.ox.ac.uk/rooms/roombooking.html>
- Provisional bookings will only be held for five working days, after which the room will be made available again for alternative bookings.
- The Department reserves the right to change a booking to accommodate meeting group sizes and in other exceptional circumstances. Such circumstances are, for example, for sponsor visits, RCUK visits and other essential business needs. Reception staff will use their best endeavours to find a suitable alternative.

- It is recommended that organisers of Guest Seminars book a half hour set up time to allow sufficient time for their guests to set up laptops or memory sticks.

Booking Conditions for all rooms

- The person or persons in whose name the booking has been made are fully responsible for the condition of the room. Failure to leave the room in an acceptable condition following use, or failure to observe room booking policies may result in a suspension of room booking privileges for the responsible person and/or group.
- Bookings will not be permitted if the following are considered to apply:
 - That damage to the facility could result from the event
 - The event would contravene University policy
- The room must only be used for the purpose as specified at the time of booking.
- The room should not normally be used for tutorials during core hours.
- Attendees should leave the room promptly by the time it is booked to finish. Failure to do so will result in you being asked to vacate by the Reception/Conference Team.
- Organisers wishing to use external caterers should ensure that a set up and clear-down time is allowed either side of the booking and that the room is cleared of any crockery etc. in a timely manner by the external catering company prior to the start of the next event.
- All spillages should be reported immediately to the Reception/Conference Team.
- The organiser is responsible for ensuring that all attendees are aware of Health & Safety issues (such as fire emergency procedures) and for the proper conduct of all attendees.
- A fire evacuation route procedure will be available in all externally bookable rooms which the organiser of the meeting should read out before the meeting commences.
- Damaged or faulty equipment should be reported to either the Reception or the Conference Team as soon as possible.
- Organisers should ensure that all equipment and lights are switched off after their meeting.
- If the room configuration that has been set up for the booking is changed for any reason by the occupants, it must be returned to the original layout before leaving.
- The room should be left clean and tidy before vacating. Any remaining literature, publicity or marketing materials promoting an event, disposable cups, plates and other rubbish must be removed and disposed of by the person or persons in whose name the booking has been made.
- Organisers are expected to cancel any unwanted bookings. Ideally a minimum of seven days' notice should be given. This applies especially in the case of 'block bookings'.
- Failure to comply with these conditions may result in suspension of booking privileges.

Out of Hours bookings for all rooms

An Out of Hours booking is one that is booked to start after reception closes at 5.15pm, or one that extends past the official building closure time of 5.15pm, and weekends.

- Such bookings should relate to the core business of the Department of Chemistry.
- The person making the booking will be known as the Organiser.
- The Organiser must be a member of staff (i.e. Postdoc, Supervisor or other employee), who will take responsibility for the event and be in attendance during the whole event. If the Organiser is unable to be in attendance for the whole event then another person should be nominated, and their name advised to the Conference Team. The Nominated Person must be a member of staff (i.e. Postdoc, Supervisor or other employee) who will take responsibility for the event and be in attendance during the whole event. Students and visitors are not permitted to be the Organiser or Nominated Person.
- It is the responsibility of the Organiser to communicate with the Conference Team all details of the booking and complete the necessary booking form.
- The Department has a duty of care to people attending Out of Hours events. The Organiser is responsible for ensuring that the following arrangements are in place:
 - Provision must be made for First Aider(s) to be in attendance. The Organiser should provide the name(s) of the first aiders who will be on site during the event.
 - The fire evacuation procedures must be made known to attendees prior to commencement of the event. A signing in sheet should be provided, which should be checked off upon departure.
 - The Organiser must be aware of their responsibilities should there be the need to evacuate the building during the event.
 - Provision must be made for the security of the building. If members of the Facilities Team are not in attendance at an Out of Hours event, then names of those responsible for marshalling people in and out of the Chemistry building should be provided by the Organiser to the Conference Team in advance of the event. Marshals should be made aware of fire evacuation procedures. Marshals should also ensure that after the event there are NO attendees left in the building.
- The Organiser is responsible for advising the Conference Team of the names of attendees for the event, names of first aiders, and marshals.
- The Organiser should inform the Conference Team, prior to the event, whether any person with a disability or in a wheelchair will be attending, as additional provision will need to be made in case of fire evacuation. They will also need to complete a

Personal Evacuation Plan (PEP) prior to the event which should be sent to the Conference Team.

It should be stated at the time of the booking request whether attendees will be from the Department of Chemistry, or if external then whether they are University employees, members of the general public, or from other organisations.