

IDRM Room Hiring Policy

Process and Pricing:

To book a room, please fill out the booking enquiries form on our website. Your request will be assessed and if there is availability you will be contacted with details. Room hiring is subject to availability, with priority given to internal use.

You will need a designated representative who will take full responsibility for the booking, supplying payment and ensuring that the items on this policy are fulfilled.

There are 3 rooms available for external hiring: our executive Board Room and our seminar rooms. The Board Room has capacity for 18 people, with AV connectivity should you need any attendees to call in. The furniture in the Board Room cannot be changed, however. The two Seminar Rooms can be conjoined to fit 60 people together, or 30 in each depending on your needs. Both Seminar Rooms have AV connectivity, and the furniture can be set up to suit your requirements.

Health and Safety:

The booker/lead delegate should be aware of key building safety information and convey this as necessary to those participating in the meeting. This information will be provided during a short induction on arrival and includes:

- location of fire escapes and details of any planned fire alarm tests/drills,
- arrangements for first aid and contacting first aiders,
- location of welfare facilities.

For general, low risk meetings, a documented risk assessment is not required, but for any other activities a risk assessment should be provided in advance of the booking. If meetings extend out of core working hours (8.30-17.30, Monday-Friday) then an inducted member of building staff should be available to supervise and assist in the event of an emergency, and the risk assessment must take into account reduced availability of first aiders, fire wardens etc.

AV Support:

We only offer basic IT support, if you need more technical support, you will need to book this in separately. Should you require setting up, please allow at least half an hour before your meeting starts for this. Should something go wrong, we are able to provide basic support such as new cables or showing you how our set-up works.

Catering:

There is hot water available in the café area should you need this for tea and coffee. We are not able to provide any other catering, so this needs to be organised by you. If you have catering come in, please inform our reception team with plenty of notice of this.

Parking:

If you require visitor parking, please indicate this on the enquiry form and you will have a parking request form circulated to you. We cannot guarantee that parking is available on the day but try our best to accommodate your request as much as we can.

When you indicate that you need parking, we will send a request form alongside other confirmation details. Please could we ask that you return this to the IDRМ reception at reception@idrm.ox.ac.uk.

Code of Conduct and Damages:

Please ensure that you leave the room as you found it, ready for the use of the next occupant. Any damages incurred will levy charges to repair damage or significant cleaning costs.

Please ensure that you adhere to all departmental and university guidance on appropriate behaviour. We will not tolerate any abusive behaviour towards any of our staff, visitors or students.

Sustainability:

We encourage you to recycle all waste generated while using the rooms at IDRМ, in line with the University commitment to sustainability. Similarly, we encourage you to make use of public or active transport to the IDRМ. There is a secure bike shed just outside the building, and plentiful buses which stop immediately outside the building.

Cancellations:

Please give us a week's notice should you wish to cancel your booking as this will allow us time to offer the room internally. You will not be charged. Any cancellations after this notice period will not be subject to refund. Any cancellations within 48 hours will be subject to a cancellation fee.