



Institute of
Developmental &
Regenerative
Medicine

U P D A T E D
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ROOM HIRE POLICY PROCESS





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WELCOME TO THE IDRM

We're pleased to offer our rooms and facilities for external hire.

To submit a booking request, please complete the external booking enquiry form available on our website.

All enquiries are reviewed by the IDRM Administration Team, and where availability permits, we will be in touch to discuss the details. Please note that room hire is subject to availability, with internal bookings taking priority.

A designated representative (herein referred to as 'the booker') must be appointed to take full responsibility for the booking, payment, and adherence to the terms outlined in this document.





SPACES AVAILABLE FOR HIRE

EXECUTIVE BOARD ROOM



- Capacity for 18 people
- Hybrid meeting functionality
- Fixed furniture layout

SEMINAR ROOMS 1 & 2



- 30 People each or 60 together
- Hybrid meeting functionality
- Layout can be altered to suit your needs

IDRM CAFE



- Suitable for event catering
- Large bar top counter;
10 tables and 40 chairs
- Ideal mini exhibition space

Should you wish to host a socialising event or require additional space, it is also possible to hire the breakout space on our ground floor. Please contact us directly if you are interested in this option: admin@idrm.ox.ac.uk



BOOKING TIMES

CORE RECEPTION HOURS & BUILDING ACCESS



All meetings and events should be scheduled between 9:30 AM and 5:00 PM to align with our core reception hours.

Access to the building is managed via a secure entry system. Guests will be granted entry and exit by our reception team. Therefore, events cannot begin before 9:00 AM, and all guests must vacate the premises by 6:00 PM at the latest.

Events that continue beyond our standard reception hours of 5:00 PM will incur an additional charge of £100 to cover extended reception staffing.

EVENT START TIMES



For events requiring AV set-up, technical checks, or general preparation, we recommend booking an additional 30 minutes prior to your scheduled start time.

This allows adequate set-up time before guests arrive, ensuring your event begins promptly and without disruption.

If you have any questions or require guidance when planning your booking, please don't hesitate to get in touch—we're here to help.

✉ admin@idrm.ox.ac.uk



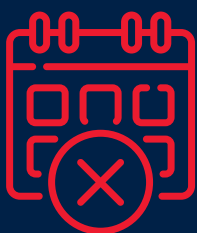
INVOICING



Bookings will be confirmed upon receipt of a PO.

Bookers outside of the University of Oxford must ensure payment is made within 30 days of the invoice date.

CANCELLATIONS



Please provide a minimum of one week's notice should you wish to cancel your booking. This enables us to efficiently manage internal room allocations.

Cancellations made more than 48 hours in advance will not incur a fee.

Cancellations received within 48 hours of the scheduled meeting will be subject to a £100 charge.



ACCESSIBILITY



Our meeting rooms are set up with a hearing loop and we can provide additional portable loop devices; guests should set their hearing devices to T.



Our meeting rooms and toilet facilities are wheelchair accessible.

Parking provision for Blue Badge holders is located adjacent to the main entrance. See our parking section for details on booking a space.

PARKING



Please indicate whether you require visitor parking on the enquiry form.

We have a limited number of allocated visitor parking so we cannot guarantee spaces will be available on the day, but we will do our best to accommodate your request.

We will ask for further details alongside your booking confirmation email (e.g., vehicle registration number)



HEALTH & SAFETY

The designated event representative must 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 & details of planned fire alarm tests/drills



Arrangements for first aid and contacting IDRMs first aiders*



Location of welfare facilities

For general, low risk meetings, a documented risk assessment is not required. For any other activities, a risk assessment should be provided in advance of the booking.

*Organisers are responsible for ensuring additional first aid provision is in place for their event as determined by their risk assessment.



SUSTAINABILITY

TRANSPORT

We encourage you to make use of public or active transport to the IDRМ.



There are bike railings located outside the main building entrance.



There are regular bus services with stops adjacent to the building on both Roosevelt Drive and Old Road.

WASTE

We encourage you to recycle all waste generated while visiting the IDRМ, in line with the University's commitment to sustainability.



We provide general waste bins in all of our meeting rooms. Paper/cardboard/plastic and glass bins are located in the IDRМ Café.



We advise that any printing is done pre-event and kept to a minimum.

All printed materials must be removed before leaving; non-confidential paperwork can be recycled in our dedicated paper and cardboard waste bin.



CATERING



Bookers are expected to arrange their own catering. If you arrange for food to be delivered to the venue, please inform our administration team of the delivery and collection times in advance.

Caterers should be advised of building access times:
Earliest delivery time **9:00 AM**
Latest collection time **4:30 PM**



Kindly note that the IDRМ does not have facilities to heat or to store large quantities of hot food. As such, we recommend opting for **cold catering** to ensure safe and practical service.



Please ensure that all catering materials—including equipment, packaging, and waste—are removed at the end of your event. All booked spaces must be left clean and returned to their original condition.



The IDRМ can place and coordinate a catering order on your behalf for an additional administrative fee. Please contact us if you are interested in this service.



AV SUPPORT



Our rooms offer plug and play projector and/or screen for hybrid meetings and with written instructions on how to connect.



We can provide basic AV support if required. This includes providing cables and adapters, and guiding you through the set-up process.

If you require our support, please ensure you request an additional 30 minutes for setup before your meeting or event starts.

CODE OF CONDUCT AND DAMAGES



We request that you adhere to all departmental and University guidance on respectful behaviour. We have a zero tolerance policy on abusive behaviour towards any of our staff, visitors or students.



Please ensure that you leave the space you booked as you found it, ready for use by the next occupant. Any costs for damage, repairs, or significant additional cleaning will be passed back to the hiring organisation via the designated representative by way of an additional charge.