Summary

Aims

The Andrew Wiles Building is an iconic new building in Oxford, home to Oxford Mathematics and the research and teaching activity of the Department. In addition, the Department wishes to exploit the potential of the Building for reaching out to a variety of external audiences, and for generating revenue which is vital in underpinning the Department’s academic endeavour. The Department will continue to exploit the potential of the Andrew Wiles Building in this way, whilst managing this alongside its own academic demands on the building and obligations to the wider University.

Outline of Process

Within term-time (weeks 0-9 inclusive) all teaching rooms on the mezzanine level are initially reserved for core Departmental events such as lectures, seminars and classes. For periods outside term-time Department members are given first option on reserving rooms for other Departmental events: each term Department members will be given the opportunity to reserve rooms for a specified period just over three years hence. In order to cater for Departmental events which cannot be anticipated this far ahead, and for reasons of security, some additional rooms will be reserved for exclusively Departmental use. Some further rooms will be reserved for Departmental use for certain periods during the Long Vacation, but will be released for other use if not booked for Departmental events by the previous summer. Further detail is given in ‘How does it work’ overleaf. Within these constraints the Department’s Events Team will work to maximise external impact and revenue from other events, alongside the Department’s obligations to the rest of the University.

How to make a booking

Any Department member may request a booking at any time by emailing room-bookings@maths.ox.ac.uk or by visiting the website at https://www.maths.ox.ac.uk/members/room-booking/room-booking-calendar/
Any such requests will be dealt with according to the protocols detailed overleaf.

Department members should remain alert to email circulars inviting them to reserve rooms for particular periods.
How does it work?

1. Any Department Member may request a booking at any time by emailing room-bookings@maths.ox.ac.uk or by visiting the website at https://www.maths.ox.ac.uk/members/room-booking/room-booking-calendar/. Any such requests will be dealt with according to the protocols below.

2. All Rooms on the Mezzanine level are initially reserved from Monday week 0 – Friday week 9 each term for Departmental use for teaching and other key events from the lecture list. The Academic Administration Team will manage all bookings for these periods. Due to the Department’s commitments to host lectures, seminars and intercollegiate classes requests for bookings not related to these core events usually cannot be considered until week 4/5 of the preceding term, or even later. Then, only requests for very minimal usage are realistic. (The exception is weeks 5-8 of Trinity Term, where it may be possible to host larger events and to consider a request further in advance). Bookings for intercollegiate classes are taken once all the major events from the lecture list have been timetabled, from week 9 of the preceding term.

3. Each term Department members will be given the opportunity to request reservations for rooms for other events (over and above the teaching events during weeks 0-9 of termtime) for the term and vacation four years hence (see table overleaf). In the case of any competing requests these will be adjudicated on by Executive Committee. It will not be possible to confirm any bookings for the term and vacation in question until that exercise has been completed.

4. In the case that it is necessary to find a venue elsewhere to accommodate a Departmental booking Executive Committee shall rule on who is responsible for making and paying for that external booking.

5. No bookings at all will be possible beyond this period, with the exception of any which are judged by Executive Committee to be of overriding importance to the Department’s strategic interests.

6. Rooms N3.12, S1.37, S2.37, S0.22 and S0.29 (i.e. all meeting rooms except for the Boardroom N4.01) will be reserved at all times for Department-only use.

7. Room N4.01 (the Boardroom) will be reserved from 11am-1pm on Wednesdays of weeks 1-8 of term-time for core Department meetings.

8. L5 and C5 will be reserved for Department-only use.

9. L3, N4.01 and three additional classrooms will also be reserved for Department-only use from Monday-Friday in the whole weeks most closely approximating mid June to mid July and from Monday-Friday throughout September. These reservations will be cancelled and the rooms may be put to other use if not booked for a Departmental event by 1 July the preceding year.

10. The rooms under 8. and 9. above (or nearest equivalents) will be kept vacant until they are specifically required for Departmental use (i.e. until after all other possible rooms have been exhausted).

11. The Undergraduate Study Area may be booked if required during the Long Vacation (week 10 TT – week -2 MT).

12. External Events (events external to the Department which may be internal or external to the University) may be booked into rooms as required, subject to the restrictions listed above.

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1 They will be reserved henceforth for Department-only use. In some cases they have already been booked by others, and those existing bookings will stand.
2 Ditto.
3 Rooms as described under 8. and 9. will be reserved henceforth where possible. In some cases these rooms are already booked by others. An equivalent room or the room next largest in size will be reserved where available.
4 If someone wants to book one of these rooms specifically the Departmental reservation may transfer to an equivalent room or the next largest room. The rooms left reserved may only accommodate bookings for Departmental events (rooms under 9. being freed from this restriction on 1 July in the preceding year).
However, the Events Team will refer any potentially problematic bookings to Executive Committee in advance – before confirming them to the client.

13. The schedule of external bookings should be reviewed regularly by Executive Committee to aid in developing an understanding of the types of bookings which might be considered potentially problematic under 12. above.

14. Department members may contact room-bookings@maths.ox.ac.uk in the event that they want a room but the room has already been booked. They will be advised who has booked the room and it will be suggested that they contact this person directly to see whether a change is possible.

15. Departmental members will be permitted to reserve a booked room for use in the event that it becomes vacant: they will then be given first refusal on the room if it does become vacant.

16. Any member of the Department who wishes to report that their endeavours have been adversely affected by this policy should report to the Head of Administration and Finance, who will refer to Executive Committee as necessary.

The impact of this policy on the Department’s ability to generate revenue and to host events for others in the University is yet to be quantified. An attempt will be made to quantify this, and the policy will be subject to ongoing review by Executive Committee, Department Committee, and Finance Committee. The rooms which are kept as contingency for Department only use will also be kept under review. Any points in the policy which require further clarification may be referred to Executive Committee in the first instance. At times where Executive Committee does not convene for a long period (e.g. in the Long Vacation) the Head of Administration and Finance/Head of Department may be consulted.

**Timetable**

<table>
<thead>
<tr>
<th>Term</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trinity Term 2015</td>
<td>The end of week -1 of Hilary Term 2019 (5 Jan 2019).</td>
<td>The end of week -1 of Trinity Term 2019 (20 April 2019).</td>
</tr>
<tr>
<td>Michaelmas Term 2015</td>
<td>The end of week -1 of Trinity Term 2019 (20 April 2019).</td>
<td>The end of week -1 of Michaelmas Term 2019 (5 October 2019).</td>
</tr>
<tr>
<td>Hilary Term 2016</td>
<td>The end of week -1 of Michaelmas Term 2019 (5 October 2019).</td>
<td>The end of week -1 of Hilary Term 2020 (11 Jan 2020).</td>
</tr>
<tr>
<td>Trinity Term 2016</td>
<td>The end of week -1 of Hilary Term 2020 (11 Jan 2020).</td>
<td>The end of week -1 of Trinity Term 2020 (18 April 2020).</td>
</tr>
<tr>
<td>Etc...</td>
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</table>

At the end of the term an exercise will be carried out to allow Department members to request bookings up to: (no bookings at all are usually possible beyond this date)

CLG 28/05/15