MATHEMATICAL INSTITUTE

Room Booking Process

Following consultation with some of the key parties involved, and discussions at Executive Committee and Department Committee, the following process will be adopted from Hilary Term 2015 for room bookings in the Andrew Wiles Building.

The process aims to ensure that the priorities of the Department can be met whilst the use of the space in the building can be maximised.

Outline of process

1) Reservations for events may be made by Departmental members four years in advance. This will be managed in a termly exercise.¹
2) Bookings for external events and ad hoc events may then be taken around these reservations.
3) Bookings may only be made beyond the four-year period with express permission from Executive Committee.
4) Some additional contingency will be built in for more short-term internal events – L5, C5, S0.22 and S0.29 will be reserved for internal (Departmental-only) use.
5) In the event that there is a demand for an external/ad hoc event which clashes with one of the internal reservations those wishing to book the event may consult with those responsible for the reservation to determine whether there is any flexibility.
6) The whole process will be overseen by Department Committee and Finance Committee to ensure that it enables the priorities of the Department to be met.

Further details

1) Each term all interested internal parties will be offered the opportunity to make reservations for events for the following four years.
   e.g. early Hilary Term 2015: Departmental members will be circulated to be asked to request reservations for any events up to the end of Michaelmas Term 2018.
2) Those requesting reservations will be required to give detail about the planned event. They might book additional rooms/additional dates as contingency if the precise number of attendees/dates are not clear. They will be asked to make clear as far as possible to what extent the booking consists of contingency. They will be required to revise any contingency down as soon as possible so that reservations are always as accurate and minimal as possible.
3) The entire building will always be likely to be block-booked by Academic Administration during ‘term-time’ – this will probably be defined as Weeks 0 to 9. The usual processes developed by Academic Administration will be used to allocate rooms during this time: once all core teaching/research events from the lecture list have been timetabled bookings will be opened to others – e.g. for intercollegiate classes, external events.
4) A resulting schedule of requested reservations will be drawn up and the External Events Team will estimate how much income they consequently anticipate being able to make from external bookings. This schedule of reservations (including the consequential estimates of income by the External Events Team) will be subject to review by Department Committee and Finance Committee.

¹ This may be reduced to an annual exercise if this would be felt sufficient as the system develops.
Committee who will have the authority to evaluate whether the proposed bookings reflect Departmental priorities. Planned income will be reviewed by Finance Committee (this will inform budget planning each April).

*It is anticipated that the Committees will only be ‘rubber-stamping’ responsibly-made reservations, but this will allow them to exercise active oversight if necessary.*

5) Those responsible for internal bookings (Academic Administration and potentially others) will be invited to report to Department Committee and Finance Committee on the extent to which core Departmental bookings during the past term have been made non-optimal in order to accommodate bookings from those outside the Department or bookings for ad hoc events (e.g. the disturbances which have been made to the lecture list in order to accommodate external and ad hoc bookings). The Department Committee/Finance Committee will thus also keep this under review.

6) A schedule of reservations will then be approved and all reservations/bookings will then be recorded within the online room booking system. Where the bookings are still provisional, or include an element of overbooking/contingency this will be noted, in as much detail as possible.

7) (The first time the exercise is carried out, in Hilary Term 2015, an audit will need to be carried out of requested reservations against bookings which have already been made in the system.)

8) All agreed advance reservations (beyond the current term) will also be summarised and posted on the website.

9) Should a booking later be required which conflicts with one of the reservations the person requesting the booking may consult with those responsible for the reservation to see if there is any flexibility. Those responsible for the reservation should accommodate any such requests for flexibility insofar as is reasonable. In the case of any irreconcilable difficulty advice may be sought from Executive Committee.

10) If a booking is required but there is no appropriate space available, Departmental members are encouraged to investigate other University venues and to contact [catherine.goodwin@maths.ox.ac.uk](mailto:catherine.goodwin@maths.ox.ac.uk) for further advice.

11) The online booking system will be amended to aid future analysis of room usage. It will require that the following types of event are distinguished (further sub-categorisations may be possible):

- **Departmental (core)** [core Departmental business such as a lecture, class, seminar, open day]

- **Departmental (non-core)** [an event run by a Departmental member/research group and in which the Department has an interest but which is not run purely on behalf of the Department but rather for a wider audience: e.g. an international conference/study group, UKMT summer school – essentially the event might have been hosted elsewhere. Note that this will include intercollegiate classes.]

- **University** [an event run for others within the University but external to the Department, and with no sponsor within the Department]

- **External (Mathematics interest)** [an event run for those external to the University which is Mathematically oriented and in which Maths has an interest (if not covered by ‘Departmental (non-core) above)]

- **External (no Mathematics interest)** [an event run for others external to the University which is non-Mathematical and in which Maths has no interest beyond in its capacity as a conference venue.]
Other policies in this area

The following policies, some of which are already in use, have also been approved, and are recorded here for information.

External Events: arbitrating between different types of external event and charging for external events

The External Events Team refer any questions over the priority which should be given to different external events to Executive Committee. They propose a pricing structure for external events which is approved by Finance Committee.

Access, security and VAT issues

The following applies:

a) Only rooms on the mezzanine level can be used for teaching, as VAT has not been paid on other rooms. (Training – e.g. of Postgraduate students – may be permitted. VAT has also been paid on the two 8-seat meeting rooms S0.22 and S0.29 so these may be used in extremis for teaching but are small and unlikely to be significantly useful – they should only be used for graduate teaching as they are not easily accessible to undergraduate students.)

b) Only rooms on the mezzanine level should be used for truly external events (i.e. events run for a body outside the University), due to security considerations. For some especially prestigious event an exception might be made in relation to the Board Room only (N4.01), but such an exception would need approval from Executive Committee. Events external to the Department but internal to the University might be held in non-mezzanine rooms, (with the exception of SO.22 and SO.29 which under this new process are for purely internal Departmental use). There will be a need to plan for access (though security issues should be less of a problem, as participants can be asked to show their University Card to prove who they are.)

Bookings for catering and other services

Catering is booked by either reception or the External Events Team. Reception maintain an overview of all arrangements on any given day, in order to be able to advise enquirers accordingly.

Undergraduate study area: use during Long Vacation

Due to pressure on space, any undergraduates present in Oxford during the Long Vacation will be asked to use the MSc Mathematical & Computational Finance Study area rather than the Undergraduate Study Area. (There are very few undergraduate students present, and no MSc Mathematical & Computational Finance students. The Long Vacation here is defined as week 13 TT Week -2 MT.) The Undergraduate Study area will, during this period, be added to the general booking system.

CLG, 09/01/15