Booking is requested via online system at http://www.maths.ox.ac.uk/members/room-booking/room-booking-calendar or by emailing room-bookings@maths.ox.ac.uk

The booking request is beyond the window for possible bookings (3-4 years).

Booking rejected.

The booking request is outside weeks 0-9 of termtime and the rooms/dates requested are free/available for departmental use: room.bookings@maths.ox.ac.uk will make and confirm the booking.

The booking request is outside weeks 0-9 of termtime and it is unclear whether it can be accomodated, given existing bookings/reservations in the system:

the Events Team will explore further, discussing with those who have made existing bookings/reservations and the booking requester.

The booking request is within weeks 0-9 of termtime: it is referred to the Academic Administration Team

Booking is rejected (it is very rare that events not on the lecture list can be accomodated in termtime).

The booking requester may be advised to try to make the booking at a later date (e.g. bookings for classes are not taken until at least week 9 of the preceding term).

In rare cases, where the room requirements are very minimal, or perhaps during the second half of Trinity Term when there are few lectures, it may be possible to confirm the booking.

Booking is made.

After negotiation a modifed booking is made (e.g. slightly different rooms/dates)

The Events Team can provide support in finding (and in certain cases contributing towards any extra cost for) an external venue for the event.

(There might be some combination of these.)

Further detail of how bookings are dealt with is given at
https://www.maths.ox.ac.uk/members/policies/room-booking.