

CRITERIA FOR THE USE OF COLLEGE GUEST ROOMS

The Board has approved the following criteria for the use of College Guest Rooms.

The Provost has control of the allocation of Guest Rooms and other accommodation in College (Statutes, Chapter IV, 7). When the Guest Rooms are not required by the Provost they are available for use by certain categories of visitors, namely:

- (i) Those who are visiting the College on business associated with the academic work of any department (external examiners, external assessors, and public lecturers being given absolute priority to the rooms, and thereafter those for whose hotel accommodation the College would otherwise be liable). Such visitors may be accompanied by their partner.
- (ii) Official visitors to College sponsored by the head of an academic department, or by the College Secretary.
- (iii) Honorary Fellows and their partners - for limited periods (to be fixed at the discretion of the Provost) free of charge.
- (iv) Personal guests of resident members of staff of lecturer level or above or on administrative grade III or above.
- (v) Fellows from St. John's College, Cambridge and Oriel College, Oxford, may stay free of charge for three nights per annum.
- (vi) Invited speakers at conferences organised and sponsored by a College department.

Categories (i) to (v) shall have priority. It may not be possible to confirm bookings for category (vi) earlier than three months prior to the conference.

With the exception of those in category (iv), those using the guest rooms should in status be equivalent to those who obtain membership of the Common Room.

Guests may not stay for more than six nights without the express permission of the Provost.

Bookings may be made with the Accommodation Office.

Bookings for any calendar year may not be confirmed prior to October of the preceding year.