Keble College: Room Booking Policy and Guidance for Fellows, Lecturers and Graduate Students

Fellows, Lecturers, and Out-tutors teaching Keble students may book certain rooms in College for teaching and academic events, including for outreach activities and outside speakers. Priority will be given to college teaching.

Note on outside speakers

Fellows and lecturers are responsible for risk assessing their own events and for implementing the College policy to secure and protect the primacy of free expression within the College, including and for external speakers, consistent with the Education (No 2) Act 1986. They must also be mindful of the College's duty under the Counter-Terrorism and Security Act 2015 (the 'Prevent' duty). The College's policy on freedom of speech can be found in the Fellows Handbook. Guidance on 'Prevent' can be found on sharepoint. Advice can be obtained from the Senior Tutor and/or the Dean.
If any action is taken to mitigate a risk involving an outside speaker, the organiser of the event must keep a written record, a copy of which must be given to the Student Administration Manager.

Room booking procedure

Bookings for seminar and lecture rooms should be requested via the online form in good time through the Meetings Team (meetings@keble.ox.ac.uk). Those requiring a room are requested to book the room most appropriate for their needs, taking into account the room layout, numbers to be accommodated, and equipment required.

Fixed provisions in meeting rooms

Meeting room	Capacities	Layout	Whiteboard	TV	Laptop	Projector	Screen	PA system	Camera	Flipchart
Seminar room 1	15	Boardroom	✓ on wall	✓	×	×	×	×	×	✓
Seminar room 2	15	Boardroom	✓	✓	×	×	×	×	×	✓
Seminar room 3	15	Boardroom	✓	✓	×	×	×	×	×	✓
Seminar room 4*	15	Boardroom	✓	✓	×	×	×	×	×	✓
Seminar room 5*	15	Boardroom	✓	✓	×	×	×	×	×	✓
Seminar room 6*	15	Boardroom	✓ on wall	✓	×	×	×	×	×	✓
O'Reilly theatre	250	Theatre	×	×	✓	✓	✓	✓	✓	×
Douglas Price* (flexible space) *please note the music room connects onto the DP and individuals will need access at all times*	30	Cabaret	×	×	×	✓	✓	×	×	×
Roy Griffiths	40-60	Theatre	✓	×	×	✓	✓	×	×	✓
Stafford Crane	12	U-shape	✓	×	×	×	×	×	×	✓
Jean Robinson	15	U-shape	✓	×	×	×	×	×	×	✓
Pusey (flexible space)	40	Theatre/Boardroom	✓	×	×	✓	✓	×	×	×
Gibbs	20	Boardroom	✓	×	×	✓	✓	×	×	✓
HB Allen Lecture theatre	74 chairs / 26 benches	Theatre	×	×	✓	✓	✓	✓	✓	×
Glen Callater 1 (3A)	10	Classroom	×	×	×	×	×	×	×	×
Glen Callater 2 (3B)	20	Classroom	×	✓	×	×	×	×	×	×
Glen Callater combined	30	Classroom	×	✓	×	×	×	×	×	×
Minnie's	16	Theatre	×	×	×	✓	✓	×	×	×
Mille's	18	U-shape	×	×	×	✓	✓	×	×	×
George Evans Room	8	Boardroom	×	✓	×	×	×	×	×	×
Sainsbury's Terrace	40	Standing only	×	×	×	×	×	×	×	×

* *Please note, the Douglas Price Room and Seminar Rooms 4-6 will be unavailable during the kitchen refurbishment project MT26/HT27*

Acland House – Seminar Room 1	10	Boardroom	×	×	×	×	×	×	×	×
Acland House – Seminar Room 2	10	Boardroom	×	×	×	×	×	×	×	×
**** AV is offered upon request if available (laptops, white boards etc)***										