



NOTABLE COLLEGE REGULATIONS FOR VISITORS

General

Please enjoy the College grounds and please treat the College rooms and grounds with care.

We expect all visitors will be polite, decent and honest towards other visitors of the College and to everyone they meet within the College, including College staff.

Please remember that photographs, videos and sound recordings shouldn't be taken without permission from the Conference Office.

Dogs and other pets are not permitted within the College.

Bedrooms and Meeting Rooms

All residential rooms with one bed are for single occupancy only.

No candles or other open flames are to be used in rooms and smoking is not permitted in rooms.

Please do not attach anything to the walls or windows, instead please make use of the poster boards or pinboards.

Please do not place anything on the window ledges outside rooms.

Heavy furniture within bedrooms or meeting rooms should not be moved without previous consultation with the Conference Office.

Please keep all fire doors closed and all doors to bedrooms locked when not resident.

Electricals within rooms

If socket adapters are needed, these must be compatible with the UK three-pin plug.

The electric shaving points in bedrooms should not be used for any other purposes, non-UK two-pin plugs should not be used.

Please do not unplug the fridges or any wireless routers that may be located in your room.

Please remember to turn electrical appliances (such as hairdryers/straighteners/shavers/chargers), off overnight and when leaving the room.

Reporting a problem

Any problems relating to the plumbing, lighting, electrical fittings or furniture in rooms should be reported to your conference organiser or to the Lodge.

Please report any accidental (and intentional) damage to furniture, furnishings, decoration or structure. If the damage is not accidental and seen to be carried out with malice, there will be a charge to replace/mend the item.

Bedroom wash-basins are not to be used for the disposal of waste. The cost of any clearance necessitated will be charged to the occupant of the room.

There should be no means by which you can reach the roof or balustrades, however should this not be the case, please report this to the Lodge and under no circumstances should you proceed to the roof or balustrades. Roof walking is dangerous and is prohibited.

Charges

Towels or bed linen that are permanently stained by hair dye will be charged to the occupant of the room.

Please return your room key to the Lodge by 10:00 on your day of departure, late check-outs will incur a charge. If a key is mislaid please let the Lodge know immediately, a charge of £50 + vat will apply if a new key needs to be cut.

In the UK it is a criminal offence to tamper with any fire safety equipment. Please note that a fine of at least £200 will be imposed for improper use of or damage to fire extinguishers or hoses and an extremely severe view will be taken of any interference with the Fire Alarm system, for example, covering smoke detectors.

Noise in College buildings and the Quads and Gardens

We ask for quiet hours between 11 p.m. to 8 a.m. inside and outside the buildings. Those entering or leaving College between these hours should be as quiet as possible.

Please avoid raised voices (at all times) in the communal outdoor areas, such as the Quads and cloisters as well as within buildings. There are several visitor groups in college during the summer, all working and taking breaks at different times of day, so we ask all residents and visitors to observe this request.

It is useful for visitors to be aware that members of our academic community are still working in College through the vacations and expect a respected environment.

Sound systems and loud speakers should not be used, if music is played from a laptop, the volume should be regulated to a low level. The use of headphones is generally preferable and does not inconvenience other residents.

The College Quadrangles and Gardens

Below we list a number of restrictions when using the outdoor spaces, this is because we are a working college for our own academics as well as for your group. We realise the regulations may be restrictive and so we advise that beyond the College, Oxford has a variety of outside spaces where visitors can enjoy time outside on grassed areas.

Residents/non-residents are not permitted to walk, sit or lie on the grass in the Front or Back Quadrangle at any time.

Residents/non-residents are welcome to sit on the steps in the Front Quad, however eating and drinking and sunbathing is not permitted. Steps that cannot be used for sitting on are the Back Quad steps in front of the library and around the flower column.

The Drawda Garden is a designated grassed garden for relaxing and eating and drinking, and there are rubbish bins for disposing of litter. The Drawda Garden is a shared social space and noise levels should be kept at a respectful level.

Please also note that no ball games are permitted on College premises and the Fellows garden is reserved for the Fellows and private functions.

I.T. Regulations

Visitors that use the internet do so in compliance with the College and University I.T. Regulations. A complete copy can be obtained from the Conference Office or your Conference Organiser.

Smoking

All College premises including bedrooms are strictly non-smoking (including e-cigarettes).

Guests in College

If you reside as part of a group that permits guests, these guests should always be introduced to College via the Lodge and their admission is subject to prior arrangement authorised by your conference organiser who will inform the Lodge. Guests brought in through the late gate should be introduced to the duty porter immediately, otherwise they might be asked to leave the College premises.

Thank you again for noting these regulations.