

St Chad's College Term Time Guest Room Bookings

Priority to book these rooms

1. College Officers (who may also book on behalf of others – e.g. College guests)
2. Fellows & Tutors
3. Students
4. Alumni

Limits

- The guest rooms are intended for occasional use. As such, bookings will normally only be accepted for one or two nights at a time. Longer periods may be booked by College Officers on behalf of guests where essential.
- From the first day of the Easter term until the end of the exam period, rooms may only be booked with the approval of the Vice-Principal & Senior Tutor.
- No rooms may be booked more than 12 weeks ahead of time (except by College Officers). College Officers have priority and must authorise any external person seeking to book a room.
- Fellows & Tutors have first priority to sign up for bookings on Tuesday and Thursday evenings. These rooms will be released for general booking if Fellows and Tutors have not booked them two weeks ahead of time.
- Students and Alumni can only book for weekends (Friday's to Monday's) within the 12 week booking window, until 2 weeks prior to a formal when they may book for a Tuesday or Thursday. ie we enable the priority for Fellows and Tutors.
- Guest rooms are not normally intended for students' parents: unless there is a pastoral reason, we assume that parents will normally find accommodation elsewhere in Durham.
- We do not accept bookings for any other type of client ie no casual bookings

All bookings are subject to the proviso that they may be cancelled at short notice if a room is required for an emergency situation or pastoral crisis.