



St Chad's College

Durham

Guest Room Booking Policy

Where a guest room is available, any bookings for overnight stays during term time must be made via a College Officer.

The following guidance is in place to ensure fair and appropriate use of such rooms.

- No rooms may be booked more than 12 weeks ahead of time
- 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.
- 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.
- 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.

Approval Date: November 2023

Date of Next Review: November 2024