



# St Chad's College

## Durham

# Term Time, Student and Student Guest Room Booking Policy

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Updated: Epiphany 2025

Review due: Epiphany 2026

Where a room is available, any bookings for overnight stays during term time must be made via the College Reception and authorised by a College Officer before a booking is confirmed.

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.
- Bookings will be charged on a nightly bed-only basis unless specific alternative arrangements have been authorised by a College Officer. Catering is not included in the nightly rate.
- Payment for rooms must be made via the College reception in advance of room occupancy.