



SENIOR COMBINATION ROOM (SCR), FELLOWS' OFFICES AND HYBRID MEETING ROOM (HMR) POLICY

Purpose

Maisonettes 1-3 have now been redeveloped. A refurbished Senior Combination Room (SCR) has been established. A Hybrid Meeting Room (HMR) has been created in the large meeting room on the first floor; this is the only current hybrid meeting facility at St Edmund's. Four offices / small meeting rooms have also been created on the first floor. This document provides members with the policies surrounding the use of the SCR on the ground floor, the HMR on the first floor and the four offices / meeting rooms also located on the first floor. This document should be displayed within the block and also distributed as widely as possible to inform members of the intended usage of the 'SCR'

Senior Combination Room (SCR)

1. The SCR is a room where Fellows and senior members of St Edmund's can relax, meet with other Fellows and senior members and work.
2. The SCR is a space designed, primarily, for the use of St Edmund's Fellows and senior members. Fellows and senior members may invite guests (including family members) to join them in the SCR (on special occasions this may include students and / or staff members). The Fellow or senior member must always accompany their guest; unaccompanied individuals will be asked to leave. Fellows and senior members will be responsible for the conduct and behaviour of the guest whilst they are in the SCR. Any damage caused by the guest will be charged to the Fellow or senior member.
3. Coffee is provided free of charge for Fellows and senior members and their guests. Members of staff should not take coffee unless with the Fellow or senior member inviting them.
4. Fellows and senior members may organise meetings and events in the SCR with the permission of the Vice Master. If the event will prevent other Fellows and senior members from using the SCR for a period, reasonable notice must be provided as a courtesy.
5. College events may also take place in the SCR with the permission of the Vice Master. If the event will prevent Fellows and senior members from using the SCR for a period, reasonable notice must be provided as a courtesy.
6. Furniture in the SCR is not to be moved about or removed from the building.
7. Any spillages etc. should be reported immediately to our housekeeping team by contacting the Porters' Lodge.



Fellows' Offices and Meeting Rooms (first floor)

1. The two offices and two small meeting rooms on the first floor of the refurbished maisonettes are for the use of Fellows and senior members only.
2. Fellows and senior members may use the desks, monitors and meeting rooms to work as they wish. These facilities are provided on a 'hot desk' basis. They are not able to be pre booked and will operate on a first come, first served basis.
3. Should Fellows or senior members wish to reserve meeting rooms for certainty then they should continue to book the 'bookable' spaces, which are available via the Room Booking System or using the Porters' Lodge as normal.
4. Wifi is available in all offices and meeting rooms. The two offices each have two workspaces with 'docking-stations' and monitors so Fellows and senior members are also able to work using the ethernet connection.
5. Fellows and senior members should not leave their belongings in a room for extended periods when they are not present to allow others to benefit from the facilities.
6. Any Fellow or senior member who feels that their colleagues are misusing the 'hot-desk' office space should make their representations to the Vice Master.
7. Members of College staff should not use the offices and small meeting rooms for their use.

Hybrid Meeting Room (HMR)

1. The HMR is the large meeting room located on the first floor. The technology allows meetings to combine those in the meeting room with those joining via a MS Teams video link; the camera is 'intelligent' and adjusts to show the person who is speaking in the room.
2. Fellows, senior member and member of staff can book the HMR. Booking can be done in MS Teams or Outlook calendar. By selecting the location *EDMUND-Maisonettes Hybrid Meeting Room* in either application, people are able to view the current booking schedule and reserve the HMR if it is free on the date and time they wish.
3. Catering is not available in the HMR. If those involved in the meeting wish to have coffee and / or tea, they should bring that with them to the room.
4. The HMR is the only hybrid meeting facility in the College and is one of our larger meeting spaces. It is intended for use by larger groups and those with some attendees joining remotely. If members are meeting in numbers smaller than 5, attempts should be made in the first instance to use smaller meeting rooms elsewhere in the College. Members are asked to respect the need for others with greater capacity requirements to have priority over this meeting room.

THE VICE MASTER