

## **Members Meeting Rooms (MMR) - Terms and Conditions.**

### **Opening Times**

The Members Meeting Rooms (MMR) are open from 9am to 6pm Monday to Friday.

### **Booking a Meeting Room.**

The MMR are available to Members free of charge, on a "First come – First served" basis.

Members should send their booking request or any enquiries via e-mail to [membersmeetingrooms@IMECHE.org](mailto:membersmeetingrooms@IMECHE.org)

The MMR offers 4 meeting rooms situated on the Lower Ground floor of One Birdcage Walk, 3 of which have seating capacities of 8, the other seating up to 20 people. The maximum capacities of the meeting rooms have been set in accordance with health and safety legislation and therefore cannot be exceeded. Members are required to adhere to room capacities and to enquire if a larger room is available should the number of attendees exceed those stated for the meeting room in question.

Meeting rooms will only be available to book up to 60 working days prior to the meeting date. The Member who books the meeting or for whom the meeting is booked must be present at the meeting. Members are only permitted to book a maximum of one room per day.

Members are not to use the MMR for conducting the operation of their own businesses, conducting interviews or training / workshop sessions.

Members should use the (chargeable) Venue and Room Hire facilities available when conducting training/lecture or workshop sessions and other meetings where attendance charges or catering are required. Details can be found at <http://www.onebirdcagewalk.com/>.

### **Meeting Room Cancellations**

In the event of a cancellation, Members are asked to notify the MMR administrator via email at [membersmeetingrooms@IMECHE.org](mailto:membersmeetingrooms@IMECHE.org). Wherever possible, Members are asked to provide a minimum of 48 hours' notice for any cancellations.

### **Equipment, telephones, and Audio-Visual support**

We ask that Members are considerate when using equipment and furniture within the meeting rooms. Members should not remove, rearrange, or alter the available facilities and to report any faults to the MMR Administrator via email [membersmeetingrooms@IMECHE.org](mailto:membersmeetingrooms@IMECHE.org).

The telephones situated in each meeting room are for emergency tannoy broadcasting only and are unable to be used for external calls.

Audio Visual support is not provided for the MMR, but we will endeavour to assist the Member if there are any issues with the equipment. Please email

[membersmeetingrooms@IMECHE.org](mailto:membersmeetingrooms@IMECHE.org) if there are any technical issues with the equipment provided in the MMR.

### **Refreshment station usage/Food onsite**

Members are welcome to use the refreshment station located within the Library and Members Hub on the 2<sup>nd</sup> floor of One Birdcage walk. If the booking Member would like to provide tea or coffee for their guests, they must always accompany their guests in the Library and Members Hub. Members are welcome to order food to be collected via reception or bring in their own food and refreshments into their booked meeting room.

### **Security**

Members and their guests must comply with the security arrangements in force throughout One Birdcage Walk.

All persons visiting the facility must sign the visitor's book at the reception.

Members and their guest(s) are responsible for their own personal belongings. Members and their guest(s) must not leave personal belongings in the meeting rooms overnight. Members and their guest(s) cannot leave items in the meeting rooms while attending other meetings/events/functions within the building but should make use of the cloakroom. Any items left will be removed.

### **Fire Instructions**

For the protection and safety of all concerned, Members and their guests should familiarise themselves with rooms fire instructions and fire escape routes which are displayed in all meeting rooms. Fire exits and routes must not be obstructed. Smoking, including the use of e-cigarettes, is not permitted within the MMR or in any part of One Birdcage Walk building.

### **Insurance**

Neither the venue nor the IMechE accept any responsibility for any damage, loss, injury or other claim arising from the use and occupation of any rooms at the venue or the provision of services.

### **Damage and Excess Cleaning**

It is the Member's responsibility to cover any charges associated with damage to the MMR and/or its facilities, including excess cleaning required, in association with their meeting and such charges shall be applied.

### **Data Protection and Information Technology**

IT facilities are available within the Library and Members Hub and are for use by members and visitors of One Birdcage walk.

Members must not breach the Data Protection Act by leaving personal information stored on the computer facilities which may be easily accessible by other or by leaving documents containing personal data unattended on desks or workstations.

Members must not save any data to their computer hard drives except papers/books from IMechE's e-resources. Other than for lawful research purposes, Members must not use the computing facilities for the creation, display, production, or propagation of material which falls into the following categories:

- a) Grossly offensive
- b) Indecent

- c) Of a menacing nature
- d) Or intended to mislead or misinform and thereby cause annoyance, inconvenience, or needless anxiety in another
- e) Infringes copyright law

To minimise security risks, members must not load or download any software onto the Library and Members Hub computers.

### **First Aid**

If the Member or any of their guests requires first aid assistance, please contact the reception who can help to provide a duty First Aider.

### **Acceptance**

Members agree to adhere to the terms and conditions as stated above upon receipt of a booking confirmation via email.

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