

Astolat Conference Rooms

Terms and Conditions of Use for Tenants

General Housekeeping

With any Tenant room booking, the setting-up and clearing of meeting rooms is the responsibility the Tenant Organisation. We ask that Tenant's respect the meeting space and fellow Tenants by:

- Factoring set-up and clean-down time into room bookings
- Returning chairs and tables to the standard Board Room Layout
- Ensuring Tech Equipment is turned off (Screen and Hearing Loop), the remote controls are returned to their holder, cables are left plugged into the hub and the Instruction Folder is visible/accessible
- Closing any open windows
- Emptying and wiping down the hot water urn if used
- Putting used mugs, crockery and cutlery in the dishwasher or washing these up
- Ensuring rubbish is binned and any recycling taken to kitchen re-cycling bins
- Clearing any spillages (the vacuum cleaner is located in Surrey Community Action (SCA) Office FF1 and can be requested from Astolat Office Manager/SCA Reception)

In short, we request that Tenants leave any meeting room as they would expect to find it.

If you discover any damage to the furniture or electrical appliances, this must be reported to the Astolat Office Manager: info@surreyca.org.uk. If you need to report any accidents, please call the Office Manager on 01483 447125 (7125 from conference room and foyer telephones).

Health and Safety

All Tenants must make meeting attendees aware of emergency evacuation procedures for Astolat, and whether alarm bells will be sounded for test purposes during a meeting. Tenants must also ensure all meeting attendees know where the evacuation meeting point is.

Where there are attendees who have impaired mobility, impaired vision or are hard of hearing, a Personal Emergency Evacuation Plan (PEEP) must be completed using the template available in the meeting rooms.

Further health and safety information, such as the Fire Evacuation Procedure and PEEP templates are located in the black ring binder in the conference rooms.

Use of Equipment

- Do not use Blu-Tak, adhesive tapes or similar products, to hang items on the walls
- Only dry wipe markers are to be used on the whiteboards
- The TV screen is for projection use only
- Screens are to be left in their original position
- All rooms have guiderails which hold projection screens, whiteboards and flipcharts. Items can only be hung from these.
- Should your laptop be incompatible with HDMI connectivity, please contact the Astolat Office Manager/SCA Reception for assistance.

Refreshments and Catering

Tenants are welcome to arrange their own catering for events and have shared use of cutlery and crockery at Astolat

SCA have two hot water urns which are available for shared use – a smaller 10 litre urn upstairs in Conference Room 1, and a larger 18 litre urn kept in the downstairs kitchen. Please switch off and unplug after use. Once water has cooled sufficiently, please empty, wipe down inside with a clean cloth or tea towel, and return to their usual place.

Cancellation

Please ensure that if you no longer require a room booking, you cancel this in Lemon Booking System with as much notice as possible. If short notice is unavoidable and you cancel the day before/on the day of the booking, please inform the Astolat Office Manager who may be aware of other late room requests.

Mobility and Access

The Board Room and Conference Room 2 are located on the ground floor. Only the Board Room is fully accessible for electric wheelchair users. Meetings with attendees who have mobility requirements are given priority for the Board Room.

Conference Room One is located on the first floor. We have a working lift to assist individuals. There are, however, restrictions for wheelchair use on the first floor due to fire safety procedures as the lift cannot be used for emergency evacuation. This must be considered prior to booking a room. To enable safe evacuation procedures, a Personal Emergency Evacuation Plan must be completed for those with mobility or access requirements. A copy should be given to Surrey Community Action.

If you have booked the Board Room for a meeting and do not have access requirements, SCA reserves the right to move your meeting to another room that adequately accommodates your meeting, to facilitate another Tenant/Organisation with access needs.

Safety and Security of Astolat

Tenants must comply with all relevant Astolat and legislative rules, including health and safety, fire regulations etc. Tenants are responsible for their staff, visitors and meeting attendees when using the meeting rooms and equipment.

SCA will not accept responsibility for any loss, theft or damage to articles or possessions brought or left on the premises by Tenants or other persons.

Usage outside of normal office hours

Tenants are welcome use the Astolat Meeting Rooms outside of office hours, at weekends and on Bank Holidays, however, Tenants must ensure they know how to lock/unlock the facility and how to disable and set the alarms. Tenants have been provided with the procedure and codes for locking and unlocking Astolat, but a copy of this procedure is available on request from the Astolat Office Manager, who with adequate notice is happy to go through this process on request.

If you require an out of hours Booking or wish to extend a current one beyond normal office hours, please email the Astolat Office Manager/SCA Reception: info@surreyca.org.uk, who will book the room on behalf of your organization.

On-Site Support

The Astolat Office Manager or another member of the SCA Team are on site during office hours (09:00 – 17:00, Monday to Friday). Support outside of these hours is only available if agreed in advance with SCA.