

HSENI Training & Resource Room Terms and Conditions of Use

1. Bookings should be made **NO MORE** than **3 months** before the event is due to take place.
2. Cancellation of bookings should be made no less than **1 month** before the date of the event.
3. Bookings can be made for no more than 4 days in any month for one organisation with a maximum of 2 days in any week. This is to enable other organisations to book the room.
4. In the event that HSENI require the room for internal use, we will give at least 4 weeks notice to customers, to enable you to make alternative arrangements.
5. Should you wish to show a presentation using a data projector, customers should bring their own laptop which can then be connected to our equipment.
6. Customers should also be aware that internet access is not available in the Training & Resource Room.
7. **Please ensure that Emergency Procedures are read to all attendees** (these can be found in the lectern in the Training and Resource Room)
8. When booking the Training & Resource Room customers must remember that the remainder of the HSENI Building is out of bounds and visitors should not walk around the building without a member of staff.
9. Please note that the Information Advice Centre/Reception Area is not included in the hire of the Training & Resource Room and therefore **should not** be used as break-out area.
10. HSENI do have a Flipchart Stand, however customers must provide their own flipchart pad.
11. Facilities such as photocopying, faxing etc is not available to those using the Training & Resource Room.
12. Items (paper etc) **must not** be stuck on the walls or furniture.
13. **Use of the Kitchen facilities** – the kitchen facilities, cutlery and crockery are available for use by external customers. If access to the kitchen is required keys are available from Reception.
14. In the case of the room being booked for a continuous period of time (e.g. two days), we ask that any equipment/paperwork etc is not left in the room as we cannot be held responsible for any loss or damage to these items.

15. Any items left on the premises after the conclusion of an event will be disposed of without notice.

16. **PLEASE LEAVE THE ROOM IN A PRESENTABLE STATE.**

I [PLEASE PRINT] _____ confirm that I have read and agree to the above terms and conditions as laid out by the Health and Safety Executive for Northern Ireland.

Signed: _____ Dated: _____

Organisation: _____

Tel.: _____ Email: _____