

Members Meeting Rooms (MMR) - Terms and Conditions.

Opening Times

The Members Meeting Rooms (MMR) are open from 9am to 5:30pm 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

The MMR offers 4 meeting rooms situated on the Lower Ground floor, 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 30 working days prior to the meeting date. 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. 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.

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 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 2nd floor of the Institution. We ask that both members and guests are considerate to others when using the Library and Members Hub for refreshments. Members are also welcome to order food to be collected via reception or bring in their own food and refreshments into their booked meeting room.

E-Bikes and E-Scooters

For safety and operational reasons, the storage and charging of e-bikes and e-scooters is prohibited within the building.

Security

Members and their guests must comply with the security arrangements in force throughout the building.

All persons visiting the facility must sign in at 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 and charging of e-cigarettes, is not permitted within the MMR or in any part of the Institution.

Insurance

The Institution does not 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

Computer, printing and scanning facilities are available within the Library and Members Hub and are for use by members and visitors of One Birdcage walk. Users must adhere to the Data Protection Act to safeguard personal information. This includes not leaving personal data accessible on computers, desks, or the printer/scanner. We retain the right to withdraw computer services from any user without warning if the services are used disruptively or for inappropriate purposes. Disruption encompasses activities such as the distribution of unsolicited advertising, the propagation of computer worms or viruses, software piracy, copyright violation, and attempts to make unauthorized access

to any computer system. Inappropriate purposes include using the services to access adult-themed websites, encouraging anti-social behaviour, or engaging in any activity deemed illegal or offensive. Users of public terminals are prohibited from adding, deleting, or modifying existing hardware or software, and they must not leave any files saved on the terminals after use.

First Aid

If the Member or any of their guests requires first aid assistance, please contact 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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