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# Training Suite

## Terms & Conditions of Hire

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The Training Suite is a purpose built training facility owned by Newcastle University, managed and run by JISC Netskills. The facility can be hired by Newcastle University departments and outside organisations on a first come first served basis.

This document together with the Booking Schedule forms a contract between Newcastle University the organiser. It is the organiser's responsibility to ensure that these conditions are met. Organiser's who do not comply with items from this document, will be billed for any extra work carried out on the facility arising from misuse.

Any changes to the arrangements detailed on the Booking Schedule made without prior arrangement may result in your booking being cancelled with costs payable by the organiser.

### General Information

The Training Suite's hired facilities consist of Computer Room 1.13 and Computer Room 1.14, the onsite coffee room we provide cannot be hired, and users may have to share this with other customers.

### Use of Equipment:

The organiser accepts responsibility for their delegates' use of the equipment and facilities provided by Newcastle University.

Facilities are provided to external users, with the understanding that they and their delegates adhere to Newcastle University Rules for Use of Computing Facilities, available from <http://www.ncl.ac.uk/iss/getstarted/rules/>

Machines must not be disconnected or moved, organisers will be charged for delegates who do not comply with this request and will be charged for damage or misuse.

Organisers and delegates are not permitted to connect personal equipment to Newcastle University facilities.

Organisers will be held responsible for any PC security breaches arising from misuse.

### Facility Use:

#### Safety

A briefing on the emergency proceedings will be given to the Organiser on the day of the event. The organiser must make all delegates aware of the emergency proceedings **before** the event takes place.

#### Security

Organisers should only admit delegates from their event into the Training Suite. Close Circuit Television is in operation in the Training Suite reception area.

#### Loss or Damage to Property

Newcastle University does not accept responsibility for any loss or damage to property brought into the Training Suite by Organisers or Delegates.

Any loss or damage to property belonging to Newcastle University, will incur charges, billed to the Organiser.

#### Privacy Policy

Information we collect on enquiry forms and email correspondence is used to process requests, manage events and issue invoices. Information we collect is not sold, rented or given to any third party organisations.

Booking schedules, electronic request forms and correspondence are archived in accordance with Newcastle University policy. Information provided by organisers or delegates on feedback forms will not be published without seeking approval.

CCTV recording is conducted and managed by Newcastle University Security, any enquiries relating to this should be directed to: Estates Office, Kensington Terrace, Newcastle, NE1 7RU or telephone: 0191 222 6817

Other requests for information pertaining to Training Suite records should be directed to The Freedom of Information Officer, 6 Kensington Terrace, Newcastle, NE1 7RU Or email: rec-man@ncl.ac.uk

## Other Services by arrangement

### Software Installations:

If the installation of specialist software is required, a copy of the software should be provided at the time of the enquiry.

A quotation will be provided by a designated member Newcastle University staff, quotations will include the installation and removal of specialist software. Staff will assess software for up to 1 hour, free of charge. If the assessment exceeds 1 hour, Training Suite staff will contact the Organiser, and additional time will be charged at the standard fee of £50 per hour/part hour.

Software installations will be undertaken within 48hours of the event, we strongly advise organisers to make arrangements to test software installations prior to events.

### Catering:

Room hire (full/half day) includes hot refreshments, fresh water, and biscuits, which are available from the shared onsite coffee room.

Catering (breakfast/lunch/other) can be provided and should be requested 7 working days prior to the event, including any specific dietary requirements. Organisers can make their own arrangements, however equipment must be collected from the facility before the end of the event. Charges will be incurred for the removal of catering items.

## Invoicing & Charges

### Internal Hire

Events organised and paid for by internal Newcastle University departments must be paid in advance, through the submission of an internal requisition for the full hire fee, additional (variable costs) will be charged after the event. Any charges for misuse are calculated at £50 per hour.

### External hire

All new customers will be required to pay a non-refundable deposit of £75, which will be retained in the event of a cancellation. Following the event a second invoice will be issued itemising all other charges relating to the booking. All charges are subject to VAT. Any charges for misuse are calculated at £50 per hour.

### Cancellations:

Cancellation **after** the event has been confirmed by the Organiser will be subject to the following cancellation charges:

Twenty working days before event £75

Ten working days before event 50% room hire

Five working days before event 100% room hire