

Isle of Wight NHS Trust

EDUCATION CENTRE ROOM BOOKING PROTOCOL



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EDUCATION CENTRE ROOM BOOKINGS

1. Introduction

- 1.1. The Education Centre is fundamentally a resource for all Trust staff to deliver and receive education and training.
- 1.2 To ensure optimum use of the Education Centre capacity and facilities, the Education Centre Staff will determine the allocation of rooms based upon information provided by the event facilitator and reserves the right to change the allocation of rooms up until the morning of the event.

2. Procedure

- 2.1 All rooms and audio-visual equipment can be booked via the Education Centre Reception by using the electronic room booking page available on the intranet (for internal bookings) or email to ECRB@iow.nhs.uk
Your booking will be confirmed within 3 working days of your enquiry.
- 2.2 When booking rooms the following information is required:-
 - **Date and time (from-to)**
 - **Number attending to ascertain size of room and layout**
 - **Name of person booking room with contact number**
 - **Cost Centre Number.**
 - **Event organiser/resource (This person will assume responsibility for the room).**
 - **Title of event**
 - **Equipment required**
- 2.3 On arrival, check the room booking display at reception, to ascertain which room has been allocated. It may be different from the booking confirmation.
- 2.4 Out of Hours Bookings – Must be agreed with the Centre Manager in advance.
- 2.5 Rooms are available from 09:00 hours. For study days all rooms should be vacated by 17:00 hours Monday to Friday unless agreed at the time of the room booking. The Event Facilitator must inform the Reception staff when the session has finished so that the room can be checked and secured.
- 2.6 Organisers should ensure that sufficient time has been allocated in which the session can conclude. Bookings will not normally be extended if another event is due to follow.

3. Equipment

- 3.1 Equipment must not be removed from classrooms. This includes remote controls.
- 3.2 Please notify reception, if you have any problems or if the equipment fails.
- 3.3 If you are not familiar with the equipment, please seek advice from the Education Staff. Equipment familiarisation sessions can also be arranged by contacting the Education Centre. You must not attempt to resolve any technical issues by unplugging equipment/leads in the computer cabinets. Please note Laptop connections may be problematic so please bring any presentations on a memory stick. The equipment is not compatible with MAC laptops.

4. Other Information

- 4.1 In case of fire, a continuous alarm will sound. Please vacate the building to the car park outside. The Event Facilitator must ensure that a register is taken at the beginning of the event and be responsible to take a role call at the evacuation point.
- 4.2 Cancellation of any room booking must be notified using the electronic cancellation system if internally booked, or by e-mail to ECRB@iow.nhs.uk as soon as possible.
- 4.3 St Mary's Hospital is a no-smoking site, therefore, smoking is not permitted. E-cigarettes are also prohibited.
- 4.4 The Education Centre is not responsible for any car parking charges and if disabled car parking is required (outside the Education Centre), please advise the centre in advance.
- 4.5 The Education Centre entrance is on an automated time lock and will be closed from 19:00. If you are a member of staff attending or hosting an evening event, please ensure that you must wear your ID badge. The automatic door MUST NOT be propped open.

5. Room Hire Costs

5.1 Isle of Wight NHS Trust Staff

There will be no room hire charge for Isle of Wight NHS Trust employees and Isle Learn employees who organise training.

5.2 Non - Isle of Wight NHS Trust Staff

Room Hire will be charged as below. Room hire charges will still apply for cancellations for less than one week's notice.

5.3 Study Days and Events

If study days and events are to be attended by professionals other than Isle of Wight NHS Trust staff, room charges will apply. It is important that you discuss this with the Centre Manager, Allison Harries, for further information

5.4 Cancellation of Rooms

If you wish to cancel a room, this must be done electronically to: ECRB@iow.nhs.uk

Main Lecture Theatre*	£100 (half day £55.00)	Holds up to 50
Lecture Theatre 2*	£100 (half day £55.00)	Holds up to 35
Seminar Room 1	£75 (half day £40.00)	Holds up to 20
Seminar Room 2	£50 (half day £30.00)	Holds up to 15
Seminar Room 3	£75 (half day £40.00)	Holds up to 20
Seminar Room 4	£75 (half day £40.00)	Holds up to 20
Multi-Function Room	£75 (half day £40.00)	Holds up to 20
Video Conference	£50 (half day £30.00)	Holds up to 6

***Lecture Theatres 1 & 2 interconnect for larger lectures**

6. Catering Protocol

- 6.1 If you have a large event that will require catering, please contact the Education Centre Staff who will provide you with the contact details of the Catering Department.
- 6.2 Hot Food will not be permitted in the Lecture Theatres. Where possible the multi-function room should be booked for the purpose of serving refreshments and food.
- 6.3 The Education Centre does not provide refreshments for events held in the centre. Please ensure you order teas and coffees in advance with the Catering Department.

7. Room Inventory

Seminar Room 1

Room Capacity Max. 20

PC with laptop connector and audio
Data Projection
Flip chart stand/pens
Video Conference Facilities to be arranged
in advance with cancer services

Core Purpose

Education & training

At the discretion of Education Staff

Other non-medical meetings
(NB. right reserved to cancel at short notice if needed for training)

Availability

09.00 – 5.00 Mon to Fri
(Evenings will be charged at the half day rate)

Seminar Room 2

Room Capacity Max. 15

PC with laptop connector and audio
Data Projection
Flip chart stand/pens

Core Purpose

Education & training

At the discretion of Education Staff

Other non-medical meetings (NB. right reserved to cancel at short notice if needed for training)

Availability

09.00am – 5.00pm
Monday to Friday
(Evenings will be charged at the half day rate)

Seminar Room 3

Room Capacity Max 15

(or 20 if set up with no tables)

PC with laptop connector and audio

Data projection

Flip chart stand/pens

Core Purpose

Education & training

At the discretion of Education Staff

Other non-education meetings

(NB. right reserved to cancel at short notice if needed for training)

Availability

9am to 5.00pm

Monday to Friday

(Evenings will be charged at the half day rate)

Seminar Room 4

Room Capacity Max 15 (20 if no tables set up)

PC with laptop connector and audio

Access to Skype

Data projection

Flip chart stand/pens

Core Purpose

Education and training

(NB. right reserved to cancel at short notice if needed for training)

At the discretion of Education Staff

Other non - education meetings

(NB. right reserved to cancel at short notice if needed for training)

Availability

9am to 5.00pm

Monday to Friday

(Evenings will be charged at the half day rate)

Video Conference Room

Room Capacity Max: 6

laptop and audio
Access to Skype
Data Projection
Flip Chart & Pens

Tables x 4

Core Purpose

Education & training. Smaller Group training i.e. coaching.

At the discretion of Education Staff

Other non-medical meetings
(NB. right reserved to cancel at short notice if needed for training)

Availability

9.00am – 5.00pm
Monday to Friday
(Evenings will be charged at the half day rate)

Multi-Function Room

Room Capacity Max: 20

PC
Data Projection
Flip Chart & Pens

Tables x 8

Core Purpose

Education & Training room.

At the discretion of Education Staff

Other ETD meetings
(NB. right reserved to cancel at short notice if needed for Educational purposes)

Availability

9.00am – 5.00pm
Monday to Friday
(Evenings will be charged at the half day rate)

Lecture Theatre

Room Capacity Max 50

PC with laptop connector and audio
Data Projection
Lectern
Flip Chart & Pens
Seats x 50

Tables x 6

Core Purpose

Education & training

At the discretion of Education Staff

Other non-medical meetings
(NB. right reserved to cancel at short notice if needed for training)

Availability

9.00am – 5.00pm
Monday to Friday
(Evenings will be charged at the half day rate)

Lecture Theatre 2

Room Capacity Max 35

PC with laptop connector and audio
Data Projection
Lectern
Flip Chart & Pens
Seats x 35

Tables x 2

Core Purpose

Education & training

At the discretion of Education Staff

Other non-medical meetings
(NB. right reserved to cancel at short notice if needed for training)

Availability

9.00am – 5.00pm
Monday to Friday
(Evenings will be charged at the half day rate)

ST MARY'S HOSPITAL EDUCATION CENTRE ROOM BOOKING PROTOCOL

We will endeavour to allocate the room of your choice, subject to availability and suitability.

Events of an educational nature will be given priority. Meeting requests will be considered no more than one week before depending on availability at the time. We have the right to cancel any rooms booked for meetings if training/educational sessions are required at short notice

Rooms will be booked on a 'first come first serve' basis; however the Trust's Mandatory Training will take priority.

Although we accept provisional bookings, please do not assume your room is available until you have received a firm confirmed booking confirmation. All provisional bookings must be confirmed within 3 working days. After 3 days, if the room booking is not confirmed, the room booking will not be held.

We have the right to refuse room bookings if organisers have previously booked rooms but not utilised the booking.

We have the right to charge the department a fee if a room is booked but not utilised.

Please notify the Education Centre Staff of any dramatic increase in your number of attendees to avoid any inconvenience on the day of your event.

Should the event be cancelled, please notify the Centre immediately on ECRB@iow.nhs.uk

Trust policy on Fire and Health & Safety requirements **MUST** be adhered to at all times, (see page 4, number 4.1 under Other Information).

What we expect from you

- Please treat the centre and its staff/users with respect.
- Any damage to the equipment will be charged for. Do not use blue-tac or sellotape etc. on the walls.
- Pick up and dispose of any rubbish (i.e. dirty cups/papers in the bins provided).
- To empty dustbins if you have had food in the room you have used.
- Report any breakages/faulty equipment so we can make sure the rooms remain in good order.
- Put chairs/tables/equipment back to the positions in which you found them (images of the layout of the rooms are displayed on the back of the doors).
- Please ensure that equipment is not removed from the room, all equipment, lighting and air conditioning are turned off at the end of the session.
- Advanced cancellation of room bookings which are no longer required.

It is your responsibility to ensure the room you book is left in a clean and tidy condition and that tables and chairs are returned to their original place. Failure to adhere to any of the above could result in your future bookings being jeopardised.

What you may expect from us

- To ensure that the room/centre is in good working order for your use
- Be responsible for the general cleanliness of the room
- The possibility of cancellation of any future room bookings if previous bookings are not kept.

Code of Practice for Centre Bookings

- Please remember you are a guest in this department
- Book a room and be responsible for making sure it is set up for your own needs
- Cancel your room booking if it is no longer required – somebody else may need it
- Make sure you are familiar with the equipment prior to your training/lecture. Centre staff may not always be available to help you.
- Please ensure any training providers who are not familiar with the centre are aware of the location of the centre and car parking charges.
- Refreshments are not provided by the centre, please ensure you make the necessary arrangements in advance. Remember to cancel any catering arrangements if you cancel the booking.
- Photocopying is available from the library for a charge of 5p per copy.
- For all internal bookings by centre staff, it is the responsibility of those arranging room bookings to make sure the room is returned to its normal setting and tidied up at the end of the session.

CHECKLIST FOR EVENT FACILITATOR

Has your booking been confirmed?	
Have you printed your attendance register?	
Do you have all required training materials needed for the day?	
Have you cleared the rooms (catering) and re-arranged the furniture?	
Have you switched all the IT equipment and lights off?	
If the event is cancelled, have you cancelled the room booking?	

LOCATION MAP

St Mary's Hospital

Isle of Wight **NHS**
NHS Trust

