

SOME FREQUENTLY ASKED QUESTIONS ABOUT HIRING COMMUNITY BASE'S MEETING ROOMS

HOW DO I GET INTO COMMUNITY BASE WHEN YOUR RECEPTION IS CLOSED?

You need to get an access card from our reception, which is normally open Monday to Friday, 8.30am-4.30pm.

CAN I GET INTO THE CONFERENCE ROOM BEFORE THE TIME I HAVE BOOKED IT FOR TO SET UP?

No. You can only use meeting rooms at Community Base during the times you have booked them. If you need time to set up or clear up you should include this time in your booking.

WHAT IS THE CONFERENCE ROOM EQUIPMENT CUPBOARD?

Our conference room equipment cupboard has a sound system and a dvd/video player linked to our projector.. If you want to use this equipment you need to get the equipment cupboard key from our reception before your event.

CAN I PLUG MY OWN LAPTOP INTO THE PROJECTOR?

Yes. However you will need to bring your own cable and, while most laptops seems to work with our projector, we cannot guarantee compatability. If you want sound as well as video from your laptop you will also need to bring your own speakers. You can hire laptops, cables and speakers from SCIP at Community Base – ring them on 01273 234049 for details.

HOW DO I PULL DOWN THE PROJECTOR SCREEN?

You should use the button on the column in the centre of the room to pull the projector screen down - *DO NOT* try to pull the projector screen down manually.

DO YOU SUPPLY FLIP CHART PADS?

No. You must bring your own and take them away when you leave.

HOW SHOULD I LEAVE THE CONFERENCE ROOM?

There is a sign on the south wall of the conference room explaining how you should leave it when you have finished.

DOES COMMUNITY BASE PROVIDE CATERING?

No. However there is a kitchen in the conference room with mugs, plates and cutlery if you want to bring your own food or drink. If you do, you need to use our mugs, plates and cutlery rather than disposable ones and wash, dry up and put them away before you leave.

We supply washing up liquid, teatowels and recycling/rubbish bins. If you are running a large event, you may want to bring extra washing up liquid, teatowels and binbags.

You can arrange for buffet food to be delivered to your event. If you do you should arrange for your caterer to go to the South Wing entrance and ring the conference room on the entryphone (555) so you can let them in remotely.

CAN I ADVERTISE MY EVENT IN COMMUNITY BASE'S WINDOW?

You can advertise your event in the window on the ground floor of the South Wing. You should not put any posters on the South Wing door. Please take posters down once the event is over.

ARE THERE ANY OTHER RULES FOR USING COMMUNITY BASE MEETING ROOMS?

Yes. All groups hiring a meeting room at Community Base need to sign an agreement for use of meeting rooms which lists a number of common sense conditions for everyone hiring our meeting rooms. You can read this agreement *at www.communitybase.org/southwing/agreement.pdf*.