

**BE KIND**

**AND**

**CONSIDERATE**

**SAVOY**

**LONDON**

**PLACE**

## **TERMS OF USE**

IET Faraday Centre

### **KEY MESSAGES FOR MEMBERS**

- While wearing face coverings is no longer mandatory, our members and visitors who may feel more comfortable wearing a face covering should continue to do so.
- The Faraday Centre and Knowledge Centre open from 9am to 5pm Monday to Friday.
- Faraday Kitchen is open 9.15am to 2.30pm.
- Maximum two visits per week on separate days.
- One member and up to three guests per visit.
- All meetings for more than 4 people should be booked into a commercial meeting room.
- Please do not bring external catering into the building.
- Wash your hands regularly.

*October 2022*

VENUES FROM: **IET**

# WELCOME TO IET LONDON: SAVOY PLACE

We extend a warm welcome to IET members and their guests and hope your time at IET London: Savoy Place is both enjoyable and productive. We have introduced the following Terms of Use for facilities at Savoy Place, which are known as The Faraday Centre.

The Faraday Centre Terms of Use has been updated to ensure a safe environment for members and staff. As per the IET Risk Assessment, while wearing face coverings is no longer mandatory, our members and visitors who may feel more comfortable wearing a face covering should continue to do so. Please read the Terms of Use in conjunction with the IET Risk Assessment.

The nature of the Faraday Centre is to provide a space to support the hard work of IET members who volunteer on IET committees, Local Network and Event Planning. The IET is a charity and the Faraday Centre is not a business centre, or an alternative to your office space or a co-working space. This members' area also includes the Knowledge Centre, facilitating access to research and archives.

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## THE FARADAY CENTRE - TERMS OF USE BY MEMBERS

These guidelines outline responsibilities and provide guidance for IET members wishing to use these facilities. The facilities should be used in a manner that is legal, fair, and appropriate and not to the detriment of others.

These Terms of Use extend to IET members and visitors. Members' guests may access the Faraday Centre but not access member-only benefits.

**Savoy Place is open for members and guests as follows:**

Faraday Centre	Monday to Friday 9am to 5pm*
Faraday Kitchen	Monday to Friday 9.15am to 2.30pm
Knowledge Centre & Library	Monday to Friday 9am to 5pm

**IET members benefit from the following:**

- free use of the tea and coffee station\*\*
- a discount of 20% on other bookable rooms where a charge is levied

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Hopper Room	Monday to Friday 9am to 5pm***
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Ayrton Room	Monday to Friday 9am to 5pm***
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Booths	First come first served
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- Savoy Place is closed at weekends, bank holidays and between Christmas and New Year. We may also amend opening hours on an occasional basis.
- These amendments will be advertised in advance.

*\*Maximum of two visits over five days*

*\*\*The above IET member benefits are for members only, not their guests or independent visitors. Tea and coffee station is for the use of members only.*

*\*\*\*Free for members only for up to two hours per day and twice per week on separate days, subject to fair use policy. Prebooking advised.*



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## SECURITY

- Members are required to comply with the security arrangements in operation throughout Savoy Place. Members visiting the Faraday Centre are required to sign in and out electronically via the registration desk. This can also be achieved by using a QR Code that may be printed on your membership card if you are an IET volunteer. Please note that QR codes need to be renewed annually.
- Guests of members are required to sign in and out at the Faraday Centre registration desk and have a visitor badge. Please return them at the end of the visit.
- Members are responsible for their guests who should not be left unaccompanied.
- Members are responsible for their own personal belongings and must not leave such items in meeting rooms, at tables or in the lounge. Items left unattended may be removed. Lockers are provided for members to use within the Faraday Centre. Items can be left in lockers during the day, but not overnight. All lockers will be emptied by security at 5pm.
- Members can meet up to three guests within the Faraday Centre when holding a meeting in the members lounge or meeting spaces. Groups larger than 4 will be asked to book a commercial meeting room.
- Perspex screens have been installed at Concierge, Faraday Centre and the Knowledge Centre.

- We ask all members and their guests to ensure they frequently wash their hands and use the hand sanitisers provided.
- Please put all used tissues and napkins in the bin.
- Members should limit their movements around the Faraday Centre.
- Members are only allowed to bring one bag into the building.

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## REFRESHMENTS

- The tea and coffee station are complimentary for IET members only and it is provided to be consumed within the Faraday Centre.
- Food and drink items delivered to a meeting room are for the use of invited participants only.
- Members and guests must not bring their own food and drink into Savoy Place without prior agreement. External catering is not permitted.

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## FACILITIES

- Event rooms and the Johnson Roof Terrace at Savoy Place are chargeable and are for the use of members with a confirmed reservation. Rates and other booking details are available online at [www.savoyplace.london/members](http://www.savoyplace.london/members). IET members are entitled to a 20% discount when booking event rooms for personal use.
- The IET reserves the right to restrict member access to facilities should the space available be oversubscribed.
- Unsupervised cloakroom facilities are provided for IET members and their guests on the Lower Ground Floor.
- Bicycle parking spaces outside the building are limited. Folding bikes may be brought into the building and stored on the Lower Ground Floor using the bike lockers provided. A key can be obtained from the Concierge.
- There are two showers available for members in the Lower Ground Floor. Access to these showers is via an access card obtainable from the Faraday Centre Assistants. Members may bring their own towels and toiletries or the IET can supply a towel for a small charge (toiletries are not available).
- To avoid disappointment, pre-registration may be required for some special events.
- Any type of filming, recording or photography in IET London: Savoy Place is prohibited without prior permission.
- The Knowledge Centre and Library at Savoy Place is a place for quiet study, reading and research. Members and guests must make sure they do not disturb other users. Please do not use mobile phones in this area.
- Access to the Hopper Room and Ayrton Room is on a first come first served basis. They can be booked up to 21 days in advance and for up to 2 hours per day, twice a week. Details of how to book these rooms appear on page 6. Other spaces in the Faraday Centre are not bookable.
- Savoy Place does not have postal facilities for members; however, the Faraday Centre Assistants can direct members to the nearest post office. Savoy Place staff are not permitted to sign for deliveries of parcels and post.
- The Faraday Centre within Savoy Place is intended for the shared use of all IET members. To ensure fair use to all, IET members are not permitted to run their own businesses from the premises or use the facilities as their regular office.
- The Faraday Centre can be booked for private events after 6pm. Please contact the sales team.





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## BEHAVIOUR AND CONDUCT

- Members are asked not to commit any disturbance, damage or interference to the premises or meetings being held at Savoy Place and are required to comply with all reasonable requests of IET Staff. Members must respect other people's privacy and be considerate when making phone calls or using video conferencing.
- All members must agree to abide by the Rules of Conduct. Members re-affirm their commitment to the Rules through the annual renewal of their membership. The Rules of Conduct are defined by members for members and are reviewed regularly to ensure they remain relevant.
- Persons in any category of membership shall at all times uphold the dignity and reputation of their profession, act with fairness and integrity towards everyone with whom their work is connected, and towards other members and safeguard the public interest in matters of health, safety, the environment and otherwise.
- Persons in any category of membership shall, in addition, exercise their professional skill and judgement to the best of their ability and discharge their professional responsibilities with integrity. They shall encourage the vocational progress of those in their professional charge.
- Members must respect other people's privacy.
- Where events are taking place in Savoy Place rooms, access is for registered delegates only. They are not open for IET members or their guests unless they are confirmed delegates of the event.
- Spaces in the Faraday Centre can accommodate small informal meetings of up to 4 people. Larger groups will be asked to leave and book a commercial room.

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## HEALTH, SAFETY AND FIRE INSTRUCTIONS

- Fire Exits are to be used in an emergency only.
- Members are required to acquaint themselves with the Fire Evacuation Procedure and pass this information to their guests. Fire instructions and fire escape routes are displayed throughout the venue. If in doubt, please seek advice from a member of staff.
- In the event of a fire evacuation, members should leave the building by the nearest exit and make their way to the assembly point underneath Waterloo Bridge.
- In the event of an emergency invacuation, members and their guests should go to the Turing Lecture Theatre located on the 2nd floor and follow the instructions from IET staff.
- Fire exits and routes must not be obstructed.
- Smoking and vaping is not permitted anywhere in the building.
- The Savoy Place fire alarms are tested each Friday, usually at 8.30am.
- CCTV operates outside and inside of the building for the purposes of Health, Safety and Security.

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## FIRST AID

- A First Aid Room is available. A First Aider can be contacted through Faraday Centre Assistants, Duty Managers or the Concierge Team.

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## TELEPHONES AND FURNITURE

- We ask members to be considerate when using equipment and furniture within the Faraday Centre. Members should not remove, rearrange or alter the available facilities and to report any faults to Faraday Centre Assistants.
- Telephones within the meeting rooms are available for national calls. International calls are possible from these handsets only by prior arrangement.

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## PRAYER ROOM

- We do not have a dedicated multi-faith prayer room however we will endeavour to provide a suitable area if required.

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## DAMAGE AND EXCESS CLEANING

- Neither the venue nor the Institution accept any responsibility for any damage, loss, injury or other claim arising from the use and occupation of Faraday Centre, meeting rooms or the provision of services. It is the member's responsibility to cover any charges associated with the damage to Faraday Centre facilities, including excess cleaning if it is required.

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## BOOKING THE MEETING SPACES OF THE FARADAY CENTRE

The Faraday Centre offers the following bookable spaces:

- Hopper Room with a maximum capacity of four people.
- Ayrton Room with a maximum capacity of four people.
- The maximum capacities of the meeting rooms have been set in accordance with health and safety risk assessment and therefore should not be exceeded.
- Meetings of more than 4 people should be held in a commercial meeting room.

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## HOPPER ROOM AND ARTYON ROOM BOOKINGS

- The one hour timeslots are pre-fixed starting at 9am
- Our bookable timeslots are:
  - 9am to 10am
  - 10am to 11am
  - 11am to 12pm
  - 1pm to 2pm
  - 2pm to 3pm
  - 3pm to 4pm
  - 4pm to 5pm
- There is no charge for the use of these rooms, but they are all bookable for a maximum of 2 hours at a time and limited to 4 sessions a week on two different days.
- Bookings can be made:
  - Online at: [www.savoyplace.theiet.org/member-facilities](http://www.savoyplace.theiet.org/member-facilities)
  - With Faraday Centre Assistants in person
  - By phone 020 7344 8460
  - By email [faradaycentre@theiet.org](mailto:faradaycentre@theiet.org)
- Our meeting rooms and booths are designed for meetings lasting up to two hours, and to ensure fair use, these can be booked by members twice a week. If you are meeting as a group for more than two hours, please book one of our commercial meeting rooms for a whole or half day. Groups of members who book concurrent slots in order to use a room for more than two hours will be asked to cancel some of their bookings. If you are not sure which room is suitable for your meeting, please contact the Faraday Centre Assistants.
- Meeting rooms are only available to book up to 21 days prior to the meeting date. The member who books the meeting or for whom the meeting is booked must attend the event.

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## FARADAY CENTRE IS NOT A BUSINESS CENTRE

The Faraday Centre within Savoy Place is intended for the shared use of all IET members. To ensure fair use to all, IET members are not permitted to run their own business from the premises or use the facilities as their regular office.

Members should use the venue and room hire facilities available when conducting training / lecture / company or board meetings which are chargeable. Members can benefit from up to 20% off the cost of room hire. Should you wish to book a room for longer or with flexible times, our Meeting and Events Coordinators on 020 7344 5479 will be happy to assist you.

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## CANCELLATION

In the event of cancellation, members are asked to notify Faraday Centre Assistants on 020 7344 8460 or at [faradaycentre@theiet.org](mailto:faradaycentre@theiet.org), wherever is possible members are asked to provide 24 hours' notice of any cancellations. Any member who fails to provide a minimum of 24 hours' notice on two occasions within a 6-month period may have the meeting room facility withdrawn.

In the case of 'no shows' the booking will be released to other members after 30 minutes.

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## ACCEPTANCE

Members accept to adhere to the terms and conditions as stated above when booking Faraday Centre meeting spaces which may be withdrawn should it be required.



VENUES FROM: **IET**

**SAFE**

AND

**SECURE**

## IET venues

### IET London: Savoy Place

**T** +44 (0)20 7344 5479

**E** [savoyplace@ietvenues.co.uk](mailto:savoyplace@ietvenues.co.uk)

**W** [ietvenues.co.uk/savoyplace](http://ietvenues.co.uk/savoyplace)

### IET Birmingham: Austin Court

**T** +44 (0)121 600 7500

**E** [austincourt@ietvenues.co.uk](mailto:austincourt@ietvenues.co.uk)

**W** [ietvenues.co.uk/austincourt](http://ietvenues.co.uk/austincourt)



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**VENUES.THEIET.ORG**

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