

## **YTKO Meeting Room Usage – Terms and Conditions**

YTKO offers the use of the Meeting room and its facilities for free.

### **Facilities comprise:**

- Room space
- Toilets
- Furniture
- Projector if required
- Refreshment facilities including hot water urn, crockery and cutlery (please note there are no cooking facilities)
- Water
- We offer our tea, coffee, sugar and milk for a small donation

Users will only be allowed access to YTKO's wireless internet facility with prior agreement.

### **The user will be responsible for:**

- All room set up activities including furniture layout, placing crockery , filling urn with water and switching on etc (all this should be accounted for within the time allocated for the room booking)
- The provision of refreshments if electing to use your own
- The good behaviour of your guests and your own staff
- Breakages will be subject to replacement costs
- The user is to ensure the room is returned to its original state post-event
- All guests must vacate the premises swiftly and quietly immediately after the meeting to avoid disturbing YTKO staff
- All crockery, cutlery etc will be cleaned and put away as found, the urn must also be switched off
- Rubbish will be collected and placed where directed
- The booking time should include clearing up post-meeting
- The user should ensure that the meeting finishes on time and does not over-run

### **In addition:**

- Representatives from YTKO, Partner to Succeed and/or Outset Cornwall will attend the event where appropriate.
- The user will ensure that YTKO, Partner to Succeed and/or Outset Cornwall will be acknowledged in any and all publicity both prior to and after the event, including logos and branding.

### **Fair Usage:**

- Priority will be given to businesses, collaborators and in progress clients above partner and stakeholder organisations.
- No organisation shall be allowed to use the room on more than three occasions in any given month, except in exceptional circumstances, as agreed with YTKO.

**Failure to comply with these guidelines will result in the user being barred from using YTKO's facilities in the future**

**General information:**

Please be aware that a fire alarm test is carried out every Wednesday morning between 9 and 10 am.

There is only one emergency exit down the main two stairwells of the building to the road outside. Should an emergency arise where we have to vacate the building, please leave calmly and congregate outside the Royal Bank of Scotland opposite.

In the event of an emergency, it is the responsibility of the user to ensure all of their attendees are accounted for.

**Date of hire:** .....

**Time (Start, End) of hire:** .....

**No. of People:** .....

**Internet Access Req'd:** Yes  No

I agree to abide by the terms and condition of usage for YTKO's Events room

**Signed on behalf of the user:** .....

**User Business Name :** .....

**Contact Telephone Number:** .....

Please complete and return this form before your event/ meeting to:

Programme Administrator/ Office Manager  
YTKO Ltd  
Library House  
Green Street  
Truro  
TR1 2LH

Should you have any queries you may contact us on 0800 917 4324 or email [admincornwall@ytko.com](mailto:admincornwall@ytko.com)