



*Advancing  
Astronomy and  
Geophysics*

# ROYAL ASTRONOMICAL SOCIETY

Burlington House, Piccadilly  
London W1J 0BQ, UK

T: 020 7734 4582/ 3307

F: 020 7494 0166

info@ras.org.uk

www.ras.org.uk

Registered Charity 226545

## TERMS AND CONDITIONS FOR USE OF ROOMS

The Lecture Theatre and Council Room (see <http://www.ras.org.uk/about-the-ras/room-hire> for details) are available for the use of Fellows, or others, for agreed purposes subject to the following conditions:

### 1. General

- **All** bookings must be made by completing a form (see below).
- Catering requirements (see below) must be requested at the time of booking and numbers confirmed no later than 7 days before the event.
- No refreshments whatsoever are allowed in the Lecture Theatre.
- Audio-visual equipment is self operated (see below). On request operating instructions will be given.
- Bags, coats, etc should be deposited in the basement cloakrooms.
- Attendees must be familiarised with fire and emergency information (see below).
- Rooms are generally not available on the second Friday of the month between October and May when the Society has its own meetings.
- **Rooms should be left as they were found and all equipment used treated with care. Users will be held responsible for any damage to the Society's premises, furniture or fittings.**

### 2. Hours of Opening

Except by agreement, the start and end times of meetings should not be scheduled outside the following parameters:

10:00 – 13:00 (morning session: no admission to the premises before 09:30 and vacation by 13:30)

14:00 – 17:00 (afternoon session: no admission to the premises before 13:30 and vacation by 17:30)

10:00 – 17:00 (all-day meeting: no admission to the premises before 09:30 and vacation by 17:30)

Please note a charge may be levied in cases where meetings overrun.

### 3. Catering

- Catering requirements must be specified on the booking form.
- Any refreshments, including wine, consumed on the premises must be provided by the Society.

- Refreshments must usually be consumed in the Council Room, or in the Library by special arrangement.
- Catering staff provided by the Society must be used at all meetings with more than 25 participants and in all cases when wine is served.

#### 4. Equipment

##### 4.1 Lecture Theatre equipment consists of:

- Digital sound projection and recording
- Large projection screen and 2 angled plasma screens (connected to screens to overflow audiences in other rooms)
- Microphone/PA system
- Laptop

Note: All equipment (including automatic window blinds and dimmable lights) are controlled from a touch screen built in to the lectern.

**Speakers are strongly advised to load their presentations onto a memory stick and use the equipment provided.**

##### 4.2 Council Room equipment consists of:

- Digital projector and stand-alone screen
- Plasma screen
- Flip chart

The entire building is wifi enabled.

#### 5. Fire and Emergencies

On hearing the alarm everyone should leave the building immediately via the front door on the ground floor and assemble either in the courtyard or as otherwise advised by staff. **Do not use the lift.**