

### **Postdoc Centre: terms and conditions for room bookings**

- The Postdoc Centre, based in the basement of 16 Mill Lane, is provided for the use of postdocs and other associated groups at the University of Cambridge and Partnering Institutions. These include Newcomers and Visiting Scholars, Postdocs of Cambridge Society, Departmental Postdoc Committees and other groups as agreed by the OPdA. All groups who wish to use the facilities are required to read, understand and agree to these terms and conditions.
- Bookings must be made via the online enquiry form: [www.opda.cam.ac.uk/postdoccentre/roombookings](http://www.opda.cam.ac.uk/postdoccentre/roombookings). Meeting rooms can be used between 9:00-17:00 throughout the week. Out-of-hour access (8:00-23:00 including weekends) will be made available to NVS committee, PdOC Society Committee and to the Chair (or other representative) of each Departmental Postdoc Group and other University Offices. If you require out-of-hour access, please email [contact.opda@admin.cam.ac.uk](mailto:contact.opda@admin.cam.ac.uk) to arrange an induction.
- The maximum number of people permitted at an event is listed below:  
Committee room: 20                      Seminar room: 35                      Eastwood room: 80.
- The hirer takes full responsibility for the health and safety of everyone using the room and must alert them to fire safety and evacuation procedures at the beginning of the event. All visitors must follow fire and safety regulations at all times. In the event of a fire the event leader must:
  - Operate the nearest fire alarm.
  - Ensure that everyone vacates the premises by the nearest fire exit.
  - Ensure that everyone gathers at the fire assembly point. This is located at Laundress Lane, which is at the river end of Mill Lane, next to Scudamore's Punting Company and opposite The Mill Pub.
  - Wait outside the premises and report to and take instructions from the site's Fire Manager and/or the Fire Service and/or University Security when they arrive.
  - Ensure that no one returns to or enters the premises without the explicit consent of the site's Fire Manager and/or the Fire Service and/or University Security.
  - Fire notices and escape routes are located in each room.
  - On arrival, please familiarise yourself with the location of emergency exits.
- Designated first aiders are available during office hours (Monday-Friday, 9:00-17:00). Please see the list displayed in each room. Outside these hours, please use the first aid kit stored on the top of the stationery's cupboard, and call 999 in an emergency. Please let the OPdA know if you use anything from the kit. An Accident/Injury form is included and must be completed in the event of any accident during the event.
- Should there be an emergency in the premises *outside normal working hours*, please contact the **University Security Control Centre on 01223 331818** immediately. During working hours, please contact the Mill Lane Custodians, on (3)38275 or the OPdA on 01223 336777. In the event of a fire, dial 999.
- No cooking of food other than preparation of hot and cold drinks is allowed on the premises. Food safety is the responsibility of the organiser. The University accepts no responsibility for any food and drink brought onto the premises. Any non-recyclable food waste must be disposed of properly in black dustbin bags into the kitchen. Other waste (e.g. glass, plastic, cardboard, metal) should be disposed of in the blue recycling bins in the kitchen or outside the seminar room. Food, including tea bags, must be placed in the non-recyclable bins.
- There is strictly no smoking in any part of the premises. Alcoholic drinks must not be sold on the premises.
- The organiser shall be responsible for all damages, breakages or loss to the premises or furniture, fixtures or fittings, and must ensure that the offices and meeting rooms are left clean and tidy. Please notify a member of the OPdA should anything be broken. Failure to leave the premises in a clean and tidy state will result in the organiser not being able to book further events at the Postdoc Centre.
- The premises must be left secure with all windows and doors closed and locked. All lights and electrical appliances must be switched off. The University, including the OPdA, takes no responsibility for loss, theft or damage to any personal belongings while on these premises.
- The OPdA reserves the right to amend these conditions at any time.