

Centrally booked rooms are used by many people. The following code of practice has been drawn up to promote effective and considerate use of the rooms and facilities.

SAFETY

The Lecturer (or person booking/using the room) must be aware of the emergency exits and evacuation procedures in the event of a fire. See information sheet in the teaching room.

ROOM BOOKINGS

- The room must have been pre-booked through the Scheduling Office. An empty room could well have been booked for essential maintenance. Your presence will prevent this.
- If your pre-booked room is already occupied please contact Timetabling on x 5451 or 6771 (Medical School) for clarification.

FAULTS

- Please report any audio-visual equipment defects to **Audio Visual Services** via our website: <http://www.ncl.ac.uk/iss/teaching/av-services/>
- Please report any fabric, furniture or services defects via the **Estates** website : <http://estates.ncl.ac.uk/>
- For emergency audio-visual reports, please telephone extension **2627**
- For emergency fabric, furniture or services defects telephone Estates on extension **7171**.
- If an Overhead or 35 mm slide projector lamp fails during your lecture, switch to the spare lamp and please report the failure by telephoning extension **2627**. It will then be dealt with promptly.

SECURITY

Theft is a major problem in many rooms so please be vigilant and lock all equipment away after use and return any keys used to the key-holder.

AUDIO VISUAL EQUIPMENT

- Only use dry wipe markers on white boards to prevent permanent damage to the surface.
- Audio visual equipment must not be removed from rooms. Please report missing equipment to extension 2627.
- Please clean the white boards and chalkboards after use so that the room is ready for the next user.

FURNITURE

The room has been specifically laid out to meet most users' needs. If you rearrange furniture please ensure it is returned to its original position after your session.

REMINDER

Food and drink are **not** permitted to be consumed in Common User teaching rooms.