



Welcome to IET Glasgow: Teacher Building and IET Birmingham: Austin Court

The IET Trustees extend a warm welcome to members and their guests and hope your time here is enjoyable and productive. The Trustees have introduced the following Terms of Use of IET Venues facilities to help ensure that this is the case.

IET Facilities - Terms of Use by Members

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

Access to facilities:

- IET Glasgow and IET Birmingham are open Monday - Friday from 9am to 5pm
- The facilities are closed on bank holidays and weekends.
- Members are required to sign in and out on arrival and departure.
- Meeting rooms at IET Glasgow and IET Birmingham are chargeable and are for use by members with a confirmed reservation. Rates and other booking details are available at reception or online at www.ietvenues.co.uk.
- The IET reserves the right to restrict member access to facilities should the space available be oversubscribed.
- Members must respect other people's privacy.
- To avoid disappointment pre-registration may be required for some special events.

Behaviour / conduct:

- Members are asked not to commit any disturbance, damage or interference to the premises or meetings being held at IET Glasgow or IET Birmingham and are required to comply with all reasonable requests of IET Staff.

Refreshments:

- A tea/coffee machine and water point is provided free of charge for members, available from 9.00am to 5pm. Please report any defect to reception.
- Food and drink items set-up inside the meeting rooms are for the use of invited participants only.
- Members and guests may not bring their own food and drink into IET Glasgow or IET Birmingham.



Facilities:

- IET hot-desks are for member use only – not their employees, interns, guests or clients.
- Members are responsible for all activity on computer facilities which is initiated during the time they are using them.
- IET hot-desks are provided to enable members to access the IET website, other engineering-related websites and to check their email. It is not an area for members to run their own businesses from (e.g. consultancies).
- Unauthorised access, inappropriate use or malicious activity of hot-desk facilities should be reported to reception or the Duty Manager.
- Members must act in a manner that will not damage the computer facilities (hardware, software, and data) nor disrupt any services. Any accidental damage or disruption must be reported to reception as soon as possible.
- Members must not breach the Data Protection Act by leaving personal information stored on the computer facilities which may be easily accessible by others or by leaving documents containing personal data unattended on desks or workstations.
- Members must not save any data to the computer hard drives.
- Members should consider all information accessed via the hot-desk facilities private. The ability to read or alter information accessed does not imply permission to do so. Members must not read or alter information without explicit permission.
- Other than for lawful research purposes, members must not use the computing facilities for the creation, display, production, or propagation of material which falls into the following categories:
 - a) grossly offensive
 - b) indecent
 - c) of a menacing nature
 - d) or intended to mislead or misinform and thereby cause annoyance, inconvenience, or needless anxiety in another.
- Much of the software used on the computer systems is copyrighted and is used under licence agreements. Members must not take copies of or modify licensed software unless authorised to do so.
- To minimise security risks members must not load software onto IET computer systems.
- The use of IET Glasgow or IET Birmingham computer facilities for commercial gain is not allowed except by prior arrangement with the IET.
- The IET reserves the right to suspend access to the computer facilities pending investigation of an alleged breach of these guidelines.

Health & Safety:

- The Fire Exits are to be used in emergency only.
- In the event of an emergency evacuation members should leave the building by the nearest exit and make their way to the nominated assembly point.
- Venue fire alarms are tested every Monday around 8am.
- A duty First Aider can be contacted through reception.