



LONDON CHAMBER OF COMMERCE AND INDUSTRY

Members' Lounge and Meeting Room Policy

ACCESS TO THE MEMBERS' LOUNGE

- The lounge is open 8.30am to 5.30pm Monday to Friday for employees of member companies.
- Members are asked to register at reception before entering the lounge and to sign-out on leaving.
- Please note the lounge should serve as a drop in space for members rather than a full-time office space.

USE OF THE COMMON SPACE IN THE MEMBERS' LOUNGE

- Use of the Members' Lounge is on a first come, first served basis.
- You should keep all your belongings with you.
- You are welcome to bring your own refreshments into the lounge but please avoid strong smelling food.
- Head/earphones should be used when listening to video/audio or video calling and if you are unable to make a call at your table, please use the main security reception (whilst adhering to the traffic management policy in place).
- When using the WiFi be aware of our privacy policy and that usage data may be collected.
- LCCI will not be liable for any missing or damaged personal belongings including items borrowed by other members.
- LCCI staff cannot sign for post on behalf of members and our address should not be used for correspondence.

MEMBERS' LOUNGE MEETING ROOM

- Each company has two hours of meeting room usage per week, subject to availability. To secure a booking, please speak with reception or email lc@londonchamber.co.uk.
- Members can not charge for activities or run events in the meeting room or the lounge.

BOARDROOM

- LCCI has a boardroom available for members to hire at a cost. The space can accommodate up to 24 people boardroom style. To secure a booking, please email lc@londonchamber.co.uk. Please notify LCCI at the time of booking of the purpose of your hire.

TEA AND COFFEE AND VENDING FACILITIES

- Tea and coffee are provided on a complimentary basis to all members.
- Please ensure you clear all rubbish, mugs and glasses from your table before leaving.
- The vending machine accepts both cards and cash.

HEALTH AND SAFETY

- In an evacuation use the exit by the toilets, not the glass entrance (which is not a fire exit and will be protected by a fire curtain if the alarm sounds) and make your way to the assembly point at Whittington Gardens, College Street.
- The fire alarms at 33 Queen Street are tested every Thursday at 3pm.

RESPECT

- We expect all members to interact with other members and staff in a respectful and professional manner. Any behaviour deemed to be inappropriate or disruptive to other users will not be tolerated. The Chamber reserves the right to withdraw access for companies' non-compliance with our fair usage policies which may be revised from time to time.