



BUSINESS LOUNGE

**TERMS
AND
CONDITIONS**

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In order to maintain a high standard of facilities within a safe environment and to ensure everyone's enjoyment, please read and observe the following membership Terms & Conditions.

1. General

- 1.1 Members must use the Business Lounge facilities and equipment for their intended purpose and in accordance with the guidance given by the Business Lounge staff; this includes any Health and Safety risk assessments.
- 1.2 When using the space, members must ensure that their behaviour does not constitute a security or safety concern to themselves or others in the space.
- 1.3 Members are asked to report any issues with the facilities or equipment to Business Lounge staff or the Library Duty Officer as soon as possible. The Duty Officer can be reached via any member of library staff.
- 1.4 Please inform Business Lounge staff if any personal property is found. Lost property will be stored for one month before being disposed of, or donated to charity.
- 1.5 Members and their guests are solely responsible for any personal belongings brought to the Business Lounge, including any personal equipment.
- 1.6 If wishing to take photographs in the Business Lounge, prior consent of fellow members and staff should always be sought.
- 1.7 Members wishing to book a meeting room or private office must also comply with the Business Lounge Room Hire Terms and Conditions.
- 1.8 Staff areas will be clearly marked and access to these areas will be restricted.
- 1.9 On rare occasions, Business Lounge reserves the right to limit use of particular rooms, equipment or facilities.

2. Smoking and Alcohol

- 2.1 Smoking and E-Cigarette use are not permitted within the building.
- 2.2 The Business Lounge is not licenced to serve or provide alcohol for any members or guests in the Business Lounge. The onsite café is licensed and may be used for events/activities for a fee. Please ask if you wish to know more.
- 2.3 The Business Lounge is a working environment. Members are strictly prohibited from using our facilities or operating any equipment whilst under the influence of alcohol or a controlled substance.

3. Food and Drink

- 3.1 There are tea and coffee facilities in the Business Lounge main space. Members should treat this area responsibly. Please inform Business Lounge staff of any issues. We are here to help.
- 3.2 Should members wish to use the Business Lounge refreshments for guests; a small donation of 50p per cup would be welcome, this will help us to purchase more.
- 3.3 Members wishing to provide food and refreshments whilst using the private office spaces or meeting rooms will be required to comply with the Business Lounge Room Hire Terms and Conditions. On-site catering facilities are available.

4. Internet Access

4.1 Members must abide by the library Internet Acceptable Use Policy.

4.2 Downloads from databases are restricted, if you are unsure please speak to Business Lounge staff.

5. Health and Safety

5.1 Members will be guided through a Health and Safety briefing and must abide by the instructions in it. If there is anything you do not fully understand about the briefing, please speak to Business Lounge staff.

5.2 The Business Lounge and its facilities are continually developing; this means that the risks in the space may change. Members will be contacted via email and made aware of any changes. New risk assessments will be available on the Business Lounge information notice board.

6. Accessing the Business Lounge

6.1 Members will be issued with a membership card and the Business Lounge access code. Membership is personal and non-transferable. If members lose their card they should inform Business Lounge staff, who will be happy to replace it.

6.2 Members must carry their membership card with them when in the Business Lounge and show it to Business Lounge staff if asked.

6.3 Please sign in/out each time you enter/leave the Business Lounge – this helps us understand how many people are using the space and when.

6.4 The Business Lounge access code must be kept confidential.

6.4 In the case of a building evacuation, members will be asked to vacate the building safely, in accordance with the library Health and Safety procedures.

7. Library Material

7.1 Library materials are available for loan with a current Hull Libraries card. Terms and Conditions apply. Please see Business Lounge staff for further information.

8. Businesses

8.1 Offering support to local businesses and to those in the planning stages are Business Lounge priorities. However, members must not use us as their registered office address.

9. Intellectual Property

9.1 Members are responsible for their own Intellectual Property rights and can protect them, or share them, as they wish. The Business Lounge is a shared space, please use discretion.

9.2 Please respect others Intellectual Property, including copyright. If members would like any further information about Intellectual Property and how to avoid infringing, please contact Business Lounge staff.

10. Membership Rule Changes

10.1 Hull Libraries reserve the right to revise and amend these Membership Rules as and when required. Members will be provided with an updated copy.

JOIN TODAY

I confirm that I have read and will adhere to the rules and guidelines, and understand that failure to comply with these principles will be regarded as unacceptable and could lead to refusal of admission to Business Lounge.

As a member of the Business Lounge you will be given an induction, which will cover Health & Safety information. Your subscription will be renewed from month to month unless you ask us to cancel it. Payment will be made one month in advance. Please let us know if your contact details change.

YOUR DETAILS

First Name	Surname
Address	
Town	Postcode
Phone	Email
Signature	Date

WHICH SERVICES WOULD YOU LIKE FROM US?

	YES	NO
I would like to receive promotional information about Library services	<input type="checkbox"/>	<input type="checkbox"/>
I would like to receive promotional information about Library events	<input type="checkbox"/>	<input type="checkbox"/>

HOW WOULD YOU PREFER US TO CONTACT YOU?

EMAIL TELEPHONE POST

GDPR STATEMENT

Thank you for applying to become a member of Hull's Public Library Service, which is managed on behalf of Hull City Council by Hull Culture and Leisure Ltd. In order to use our library services it is necessary for us to process your personal data. Full details of how we will process your data can be found on our website at www.hcandl.co.uk/libraries/join-library. It is also displayed in all of our libraries and a copy is available to you on request. We will process your data in accordance with the General Data Protection Regulation. If you choose to receive promotional information about the events, activities and services provided by Hull Culture and Leisure Ltd you need to give your 'consent' to allow us to send such information to you.



European Union
European Structural
and Investment Funds

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