**DATA OBSERVATORY (DO) AND DSI BOARDROOM GUIDELINES**

**BOOKING**

1. All bookings to use the Boardroom and/or DO should be sent to [dsiboardroom@imperial.ac.uk](mailto:dsiboardroom@imperial.ac.uk) and [gdobookings@imperial.ac.uk](mailto:gdobookings@imperial.ac.uk). Please allow time for confirmation of booking.
2. Meetings can only take place between 10am and 5pm, unless special permission has been obtained.
3. All bookings must be accompanied by the DO Booking Form, which should include the agenda for the meeting.
4. The Boardroom and DO are considered as separate rooms in all instances.
5. A maximum of 25 guests are allowed per meeting.
6. If the event requires the removal of the Boardroom table, this must be requested on the DO Booking Form.
7. Bookings for the DO should be made at least 10 working days in advance to allow for technical support arrangements.
8. The event organiser is responsible for filling out the Events Overview and Risk Assessment form, where applicable, and tracking attendance of all external attendees to meet Health & Safety requirements.
9. The event organiser must ensure that all external attendees comply with the building access and security procedures, and provide them with the arrival instructions.
10. Please note the DSI boardroom is not facilitated to host meetings with more than 25 attendees. Alternate rooms can be found at:

<http://www.imperial.ac.uk/room-bookings/staff/meeting-room-bookings/>

**RULES for the event organisers and participants**

1. The event organiser is responsible for ordering catering and any other necessary equipment and ensuring that this is set up and taken away. Food and drinks are NOT allowed in the DO and must be kept within the boardroom area.
2. The room should be left in the same condition as it was found. The event organiser is responsible for tidying up chairs, tables, and removing catering items, etc.
3. The event organiser must check-in/check-out with the DO team to ensure equipment is turned on/off. DSI reserves the right to charge a cleaning fee of £100 in case of any excessive cleaning required after use.
4. Participants are not allowed to touch the DO equipment. Only the authorised personnel may operate it.
5. The event organiser must vacate the DO and Boardroom promptly at the end of the booking time to allow for proper setup for the next event.
6. If the room is left untidy by the same group on more than two occasions, they will no longer be allowed to book the space.

**LOCATION**

DSI Boardroom and Data Observatory (room number 203-204)

Data Science Institute, William Penney Building, South Kensington Campus, London SW7 2AZ

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