

We hope you enjoy your visit to View Tube.

You may find the information below useful during your visit. Please read through it as it provides some important information about Health and Safety. Please inform members of your group of the sections you feel are relevant to all visitors.

1. Arrival

On arrival you should be greeted by a member of staff. If you require assistance at any point during your visit, please contact them. Ask at the cafe if you are unable to locate them.

2. Fire Alarm

The Fire Alarm is a continuous siren. There will not be a fire drill during your visit, unless the group leader has been told otherwise.

Should the fire alarm go off, please follow the instructions on the wall by the door - leave the building via the main staircase & meet at the end of the tube away from the main building.

3. Public Access

Whilst there are no bookings upstairs the room is open to the public. If you have arrived early for your booking there may still be some individuals on the balcony. A member of View Tube staff will ensure this area is empty before your booking commences.

Whilst you are using the room please ensure the barrier is fixed across the bottom of the stairs. To 'unhook' it, pull the plastic section up (on the left hand side as you go down).

There is also a sign on the door to the room to inform the public that the room is in use.

We do not advise locking the classroom door. Please note to unlock it you turn the 'knob' clockwise.

4. Toilets

Toilets are located downstairs and are open to the public at all times. Please encourage members of your group to keep the barrier shut at the bottom of the stairs whilst you are using the room.

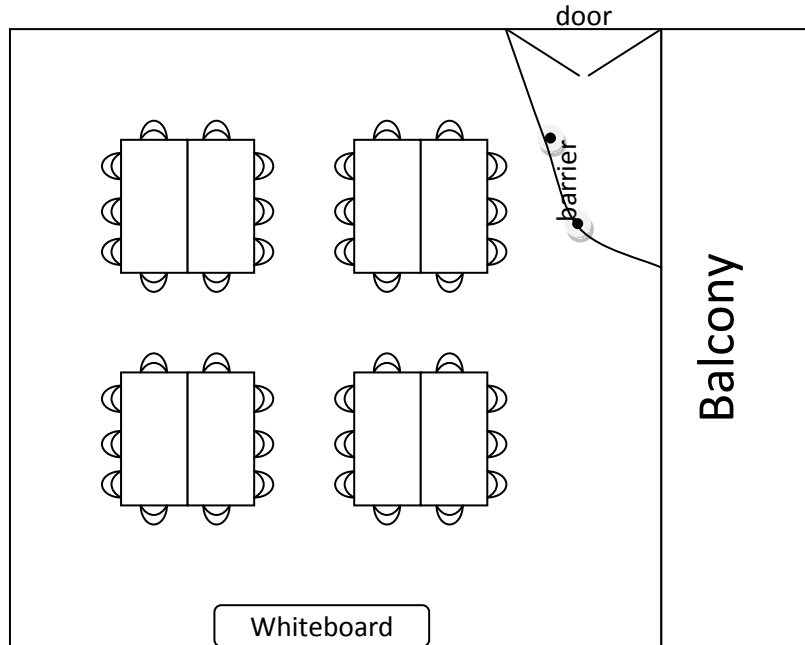
5. Refreshments

If you have booked refreshments with the cafe, you should inform them of numbers at least 48 hours before your booking. Please contact them as you arrive and confirm times of any refreshments. Refreshments are to be paid for on the day (cash, cheque or card).



6. Leaving the Building

Please leave the room and the building in a clean and tidy state. If you have moved chairs and tables for your group, please return them to the 'normal layout' of four islands comprising two desks and 10 chairs as per the diagram below.



7. Interactive Whiteboard.

AV is provided through the Interactive Whiteboard which is a touch screen it is connected to a PC which runs office 2007. Alternately you can bring your presentation on a laptop (if it is a MAC please bring a monitor cable convertor) which can be connected.

As the board is interactive, please try to keep it as free from finger marks as possible by cleaning your hands first.

A member of staff will have set the board up for you, further instructions can be found on a laminated sheet beneath the screen.

We do not have internet access.



8. Valuables

We do not take any responsibility for personal property or valuables left in the room.

9. Departure

Please leave on time as on most days there will be another group using the room after you. Let a member of staff / the cafe know you are leaving so they can prep the room for the next group.