

SJH Staff Development & Support Centre/Education Centre Room Booking - Terms and Conditions

Advance Bookings – Room bookings and series bookings will only be accepted up to one year in advance

Booking times – Please make sure you arrive on time for your booking and ensure you leave at, or prior to, the agreed booking time

Authorised users – Please include the name and contact details of the person responsible for users in the booking details above

Cancellation by SJH SDSC staff - We reserve the right to cancel bookings if deemed necessary

Cancellation by Client – Please email loth.sdscbookings@nhs.scot at the earliest opportunity

Room Layout – Clients are responsible for the moving of furniture prior to the start of the booking and rooms must be returned to their original layout and in good condition at the end of the booking.

Damage or Stolen Items – Named users in the booking will be held responsible for damages or stolen items incurred during the period of the booking and may result in charges for repairs or replacements. Please report any issues to the Medical Education Office staff immediately

Catering – We do not provide catering, but consumption of food and drinks is allowed in some rooms. Please ensure rubbish is removed and spillages and breakages are cleaned.

Photocopying/Printing - We do not provide a photocopying and printing service. Users are expected to provide their own arrangement in advance

Health and Safety – All users must adhere to the Health & Safety and Fire Regulation procedures for the location.