



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. Please register at reception when entering the lounge and to sign-out on leaving.
- Use of the lounge is on a first come, first served basis. The lounge is intended as a drop-in space for short, occasional use (e.g. up to 3 hours per member per day) rather than a full-time or regular office space. LCCI reserves the right to limit usage if required to ensure fair access for all members.
- Children are not permitted to use the lounge, although permission may be granted with prior arrangement due to exceptional circumstances.
- LCCI staff cannot sign for mail or deliveries on behalf of members.

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.
- Keep noise to a reasonable level and take calls quietly or in one of the designated meeting areas/pods.
- Please always use headphones for all calls (including Teams and other online calls).
- LCCI reserves the right to withdraw access for companies' non-compliance with our fair usage policies which may be revised from time to time.

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 3.00pm.
- Ensure no wires or cables are trailing across the floor, as this could create a trip hazard. You may be asked to relocate or disconnect equipment if it poses a health and safety risk.

WIFI

- When using the WiFi be aware of our privacy policy and that usage data may be collected.

MEETING ROOMS AND PODS

- All meeting rooms and pods must be booked at reception. The purpose of the pods is to have short calls in confidence. Pods will be allocated in 15-minute slots, with a maximum usage of 30 minutes at any one time. Each company has two hours of meeting room usage per week, subject to availability.
- Members cannot 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.

FOOD AND DRINK

- You are welcome to bring your own refreshments into the lounge but please avoid strong smelling food. Dispose of all rubbish, wipe down tables after eating or drinking, and report any spillage to reception.

FURNITURE AND EQUIPMENT

- Do not move or rearrange furniture. Treat shared equipment with care and leave everything ready for the next person. Please report any damage to reception and do not place your feet on chairs or sofas.

PERSONAL BELONGINGS

- Do not leave items unattended. Anything left behind may be removed. LCCI will not be liable for any missing or damaged personal belongings including items borrowed by other members.

CAMERA USE

- If you are using your camera for meetings, please use an appropriate screened or virtual background so that other members are not filmed or recorded.

EMERGENCY SUPPORT

- Please inform reception of any serious medical or non-medical conditions that may require their support in the event of an emergency or incident.