

## Community Co-working Space Meeting Room

*Thank you for booking our Community Meeting Room. We hope you enjoy using it. Feedback as to how we can improve the facilities is always welcome.*

Please note: The room is not suitable for people with access issues as it is upstairs, and we do not have a lift. We apologise for this.

### **Mindset .. think youth hostel & DIY rather than hotel or conference centre!**

- The address of the venue is Lagmhor, Little Dunkeld, PH8 0AD.
- Bookings and payment are to be made ahead using the online system Skedda unless another arrangement is agreed. <https://dbcic.skedda.com/booking>
- During office hours all car parking spaces are allocated (even if the car park appears empty) except for the two marked visitor spaces which can be used. Alternative parking can be found down at the Sports and Leisure Club at the Rec Ground.
- Meeting rooms can be booked and used 24/7. If the building is locked please use the key safe located at the front door to unlock the building. The key code will be given to you ahead of your booking. Please return the key to the key safe once you have used it and scramble the combination lock.
- The person hiring the room must take time to familiarise themselves with the safety briefing on the noticeboard. This includes what to do in case of fire or emergency.
- The leader of the meeting is responsible for keeping a list of those people attending the meeting on an attendance sheet. They always need to keep this with them as it is the list we need in case of fire or emergency. Copies of this form are available on the entrance desk.
- The room can be rearranged to your convenience. Please leave it clean and tidy
- There is superfast Wi-Fi throughout the building. The code is displayed on various noticeboards around the building.
- You are welcome to use the kitchen. Please help yourself to complementary tea and coffee. Fresh milk can be found in the fridge. Please leave the kitchen clean and tidy – wash up mugs etc.
- Dogs are not allowed into the meeting rooms. (nb: well behaved dogs are allowed into all other areas of the building as long as they are with their owner at all times)
- If you are the last people to leave the building please ensure the building is left secured using the key in the key safe.

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Dunkeld and Birnam Community Interest Company – a social enterprise formed to support sustainable rural livelihoods in the Community of Dunkeld and Birnam.

Registered Company Number 610992