

IT Services Training Room - Terms & Conditions

Booking requests:

Should be made via its.training@manchester.ac.uk no booking request should be considered final until confirmed in writing by the IT Services Training Team. IT Services Training Team has the final decision over booking requests regarding use of its rooms.

Payment:

No payment is currently required from IT Services staff for the use of ITS Training rooms for internal staff training purposes. Room booking requests from outside IT Services will be assessed and charged in accordance with University Room Charging policies.

Cancellation charges:

We will not be liable for any losses direct or otherwise if we have to cancel a booking. We will offer alternative date(s) subject to availability.

Software Installation:

Any requirements must be communicated in adequate time. The IT Services Training Team are not responsible for the installation or removal of any additional software (other than that provided on the Desktop Image) and so the Client must ensure they have agreed appropriate dates and times for installing and testing the required software prior to the training event with the ITS Training Team. *It is recommended that required software is installed and tested around 7 days prior to the commencement of the training event.* **Any additional software must be removed after the course by the client.**

Software Licensing:

Clients loading their own software (other than software on the Staff Desktop Image) do so on the condition that they own adequate licences to do so and will indemnify us against all losses caused through breaches of copyright. Software may not be loaded without our prior agreement and written confirmation of adequate licensing must be made prior to booking confirmation.

Hours of use:

The hours of hire are 9:00 am until 5:00 pm however you may access the training rooms from 8:30 am until 5:30 pm unless we need access for maintenance purposes. The rooms must be empty and cleared by 5:00 pm. Evening and weekend access is not available.

Food and beverages:

No food or drink may be brought into, or disposed of in the rooms. ***This is non-negotiable.*** Water is provided; no other food or beverage is permitted in the rooms.

General Housekeeping:

The Client is responsible for ensuring the rooms are tidied up after use. This includes; removal and appropriate disposal of any water and cups, cleaning of whiteboards (if used), chairs placed back under the desks and any files used during IT courses are removed from the desktop.

Cabling and connections:

Clients may not disturb, disconnect, or change the cabling and connections in the rooms. In the event of any problem our support staff will endeavour to address it immediately. Please note support is available between the hours of 9:00 am and 4:00 pm only and although we will try to ensure support is available on the day of your booking we cannot guarantee it.

Connection of external laptops/machines:

Non-University laptops/machines are not permitted onto the network by the IT Services Training Team. Any requirement for this is solely the responsibility of the Client and must be agreed via the appropriate channels.

Reporting Training Room Faults:

To report faults with Training room machines and equipment please complete the online: Computer Problem Report Form (which can be found on the trainer PC)

To report other issues with the training room please email: its.training@manchester.ac.uk

Clients are advised to ensure that trainers and facilitators comply with University Health and Safety procedures at all times.

Liability and additional charges:

The Client will be liable for all losses or damage incurred during the period of agreed use. Any infringement of the term and conditions above will result in the termination of any future bookings.

We will not be liable for failure of 3rd party suppliers or non standard software. Our terms and decisions shall be final in all matters.

By confirming your booking you are agreeing to the terms and conditions as stated above.

These terms supersede any previous terms.