



## NATIONAL ICT CENTRE

“Technology + You = Better Living

*Bourbon Street, Castries*

*Tel.: (758) 468 4977*

*Email: info.nictc@govt.lc*

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### Rules of Use for the Conference and Training Room

**Purpose:** To establish guidelines and procedures for the general use of the National ICT Centre (NICTC) conference and training room. These rules apply to all users but not limited to, students, general users, authorised guest, and trainees.

#### General Guidelines

1. No activity will be permitted which shall in any manner be potentially or directly destructive to National ICT Centre (NICTC) or potentially or directly disruptive to the function of the Centre.
2. Groups/organizations/persons using the Centre's facilities are responsible for the actions of those persons attending their functions and must take full responsibility (which includes replacement, repair or payment for damage property, equipment or furniture) for loss or damage to any of NICTC's property, furnishings, and/or equipment.
3. Use of NICTC must be confined to the activity for which the facilities are requested. All furniture, equipment and other property must be properly cared for and returned to a neat and orderly condition following use.
4. Furnishings may not be removed from the meeting area without permission of the ICT Officer, ICT Technician or Receptionist.
5. Group meetings, training sessions, workshop etc. must maintain a noise level that does not interfere with the normal functioning of the NICTC.
6. All computers at the NICTC are for educational use (training, research) and should be used for these purposes only.
7. Users should not be left unattended in the training room. Facilitator/trainer/teacher must always be present to supervise users.
8. Users will lock or log off the computers when the computers are not in use.
9. Users should not download any files unless otherwise instructed by NICTC Staff.
10. All computer-related problems should be reported to the ICT Officer, ICT Technician, or any NICTC staff available.
11. Smoking or alcoholic beverages are not allowed in the Centre. Food is allowed in the conference room however; **no food or liquid of any kind is allowed in the training room.**
12. Open flames (candles, matches, etc.) are not permitted at the NICTC.
13. The NICTC is not responsible for equipment, supplies, or any other materials owned by the organizations and used in the Centre. All items brought into the building must be removed immediately after the meeting or training sessions.
14. The NICTC is neither responsible nor liable for the theft, loss, or damage to materials, equipment, or other personal property of users.
15. Misuse of NICTC's property will result in immediate suspension of privileges and use of the Centre.
16. No storage facilities are available for users.

The NICTC reserves the right to revoke conference/training room privileges for any group it feels has not met the conditions stated in this agreement.

## **Reservations**

Reservations can be made by telephone, emailing or walking-in up to 4 months in advance during regular business hours. The person reserving the room must complete a booking form along with a signed copy of NICTC's conference and training room use agreement to ensure final confirmation. Please note that reservations will not be confirmed unless the NICTC receives reservation forms along with a completed and signed copy of the NICTC's conference and training room agreement form. The NICTC reserves the right to turn down programs, meetings, or workshops that are unsuitable or not in keeping with the policies of the NICTC.

Special permission is required at least one week prior to meeting or training if it must start before or extend beyond regular NICTC hours (8:00a.m. – 4:30p.m)

At least 48 hours' notice is required for cancellations or postponed meetings.

### **NICTC CONFERENCE AND TRAINING ROOMS USE AGREEMENT**

***Please read carefully:*** By signing this agreement, I certified that I have read and fully understand the NICTC's Rules of Use for the conference room and/or training room.

I agree to abide by all rules, regulations, procedures and policies of the National ICT Centre (NICTC). I understand that my signature on this form indicates financial responsibility associated with the cost of repair or replacement of any NICTC facility, furnishings, or equipment damage caused during the use of the NICTC facility.

Name of Ministry/Organisation: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Name of responsible person: \_\_\_\_\_

Responsible person Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Signature of responsible person: \_\_\_\_\_ Date: \_\_\_\_\_

Date of meeting/training session: \_\_\_\_\_

-----**FOR OFFICE USE ONLY. DO NOT WRITE BELOW THIS LINE**-----

Received by: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_ (MM/DD/YY)

Position:  ICT Officer  ICT Technician  Receptionist