

## INFORMATION SHEET – FOR YOUR RECORDS

### Criteria for hiring rooms – Groups must be:-

- A voluntary or community group in membership of SVS
  - Groups that are constituted and becoming a member of SVS
  - New/emerging groups that are working with an SVS member of staff
  - Partnership work which includes a member of staff and the room is booked by them and they are attending the meeting
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Below is a useful guide to help you decide which room would suit your requirements, along with some diagrams to show the possible layouts:

**N.B: SVS does not prepare meeting rooms but staff are available if assistance is required. We therefore suggest that you arrive early to set up the room and that you allow time at the end to re-arrange it – please see Terms & Conditions.**

**St Mary's 2:** small interview room to seat up to 3 people

**Oxford:** capacity of 20 people board room style, 15 people training style, 25 people seminar style

**Onslow:** capacity of 6 people meeting room style

**Palmerston:** capacity of 12 people board room style, 8 people training style

**Oxford / Onslow / Palmerston – please specify if you would like them made into one room:**

Capacity of 48 people. These rooms all have a PA System and Induction Loop.