

## 25EP Fair Usage Policy

25EP offers unlimited meeting room use for all Private and Resident members in accordance with our Fair Usage Policy outlined below.

“Fair usage” means respecting your fellow members so that everyone can book a meeting room as and when they require. As such, the following rules apply to the booking of meeting rooms at 25EP:

- We kindly ask that no block bookings of meeting rooms are created prior to the current working week, as this practice prevents others from securing a time that might be vital for their business.
- Please adhere to the start and end time of your meeting room booking so that the next person can enter and start their meeting on time.
- We ask that you leave the meeting room as you found it by leaving the table and chairs tidy, taking your glasses and cups to the kitchen, as well as removing any used flipchart paper and general rubbish.
- All meeting room bookings are to be made through the 25EP app and are on a first come first served basis. Meeting Rooms may be booked up to 3 months in advance.
- If you no longer require a meeting room, please ensure that you cancel your booking asap otherwise you may prevent other members in need of a meeting room from securing one. Please note that if you fail to cancel your booking in these circumstances then you may have your future access to meeting rooms limited via the 25EP app.
- Please note that all meeting rooms are subject to availability and we cannot guarantee availability of a particular meeting room at the time that you need it. Therefore, we also have a meeting room which you can pay for at those times that you must secure one.