

## Faculty of Public Health Room Hire – Terms of Use

Members\* of the Faculty of Public (FPH) can use the meeting rooms at the FPH office free of charge. The office is located near Regents Park in London. Please see below for further information.

### Who can use the rooms

FPH offices can be used by all active members of the faculty who are in good standing with their fees.

Access to the rooms will always be subject to availability and users must comply with our health and safety requirements.

### What can the rooms be used for

Members of the Faculty can use the meeting rooms provided the use does not in any way infringe with FPH policy, or risk reputational damage through association. See examples below, this list is not exhaustive:

- FPH Special Interest Group meetings
- Exam preparation
- Appraiser meetings
- Meetings with other public health professionals

### What rooms cannot be used for

Individuals or organisations cannot use our premises for financial gain (either to self or an organisation other than FPH). We are also unable to allow our offices to be used for external courses which have not been assessed and endorsed by the Faculty Board.

### How to book

Please arrange your reservation at least one week in advance by emailing [operations@fph.org.uk](mailto:operations@fph.org.uk) with the following information:

- Purpose for the meeting
- Preferred date
- Preferred time
- Number of people attending
- Any other requirements

The team will confirm your request as per availability within two working days.

### Details about the rooms

Room Name	Capacity			Floor
	Boardroom	Classroom	Theatre Style	
Alywn Smith Room	6	N/A	N/A	Ground Floor
Clifford Shaw Room	6	8	12	Basement
Wilfred Harding Room	10	12	20	Basement

### Facilities and Accessibility

The FPH offices are step free on ground floor level only.

Toilet facilities are available on the basement floor only.

Audio visual equipment, Wi-Fi access, flip charts, pens and catering is available upon request.

Air conditioning is available in the Wilfred Harding Room only.

\* This benefit applies to FPH Fellows (FFPH), Members (MFPH), Practitioners (PFPH) and Specialty Registrar Members. All other members may access the FPH meeting rooms by taking advantage of reduced room rates. To find out more please contact [operations@fph.org.uk](mailto:operations@fph.org.uk)