



Members & Partners Fair Use Policy

October 2024

Context

This document sets out the policy for Fair Use of various facilities within the Bayes Centre, including:

- Office areas (desks and lockers);
- Meeting rooms
- Other bookable spaces (large collaboration spaces, event spaces and welfare facilities)
- Shared welfare/kitchen facilities

Organisations and individuals making use of such facilities in Bayes Centre will be asked to read, acknowledge and comply with this policy to ensure that all building users can gain fair and equitable access.

In this document, *Partner/Tenant Level* refers to organisations that have Leased Office Space and fixed, allocated desks, via a Desk License agreement; *Member Level* refers to individuals or organisations that have access to flexible hot-desks only, via a Membership Agreement.

Desk Booking

All Partners and Members will be required to comply with Bayes Centre Desk [Booking guidelines here](#) and at Appendix 1. In addition, the following specific fair use policies should be noted and adhered to.

Partner Level

Partners with a desk license/s will have exclusive use of the desks specifically allocated to them. They will also be given access to the Bayes Centre's desk booking system ([Booker](#)) and will be able to use it to allow their staff members to book additional hot desks if required (subject to additional charges).

Member Level

Members will be given access to Bayes Centre desk booking system ([Booker](#)) and will be able to use it to book a hot-desk in one of Bayes Centre designated hot-desking areas.

1) Access to Meeting Rooms

Bayes Centre contains 15 meeting rooms with capacities ranging from 4-16 people. Access to these meeting rooms is included in the cost of both Partner and Member levels, subject to availability and to compliance with the following policies.

All Partners and Members will be required to comply with Bayes Centre's Meeting Room Booking Policy (See Appendix 2). In addition, the following specific fair use policies should be noted and adhered to:

Meeting rooms must be used for the purposes of conducting meetings, and must not be used as an alternative to booking desks for individuals or groups to sit and carry out their day to day work (e.g. as 'overspill space').

While there is currently no fixed limit to the number of times an organisation can book meeting rooms in any given period, Partners and Members are asked not to make excessive use or monopolise these spaces. The ratio between meeting room capacity and demand will be monitored over time by the Bayes Centre team, and we reserve the right to introduce maximum usage limits at a later date to ensure equitable access for all building users. Please note that food and drink is not permitted inside meeting rooms.

Meeting rooms can be booked on an ad-hoc basis (without prior notice) using the booking screens located at the entrance to the meeting room space or in advance by emailing Bayes.Reception@ed.ac.uk

2) Access to Larger meeting room or event space (G03)

In addition to the meeting rooms, Bayes has one larger event/meeting space with a capacity of 50 –80 that can be made available to Partners and Members to accommodate larger meetings, workshops and gatherings. This space can be booked by contacting our events team at Bayes-events@ed.ac.uk. Please note the use of this space carries a charge. More information can be [found here](#).

3) General Caveats

With the exception of Partner-level allocated desks, all other spaces in the Bayes Centre building have mixed use between Members & Partners, UoE staff, and in some instances UoE students. Access to such spaces will therefore always be subject to availability, which cannot be guaranteed.

Shared Welfare Facilities

The Bayes centre provides welfare facilities that includes kitchens with fridges, microwaves, kettle, dishwasher, dish washing supplies and a 'Zip Tap' that provides instant boiling and chilled water.

Users of these spaces are reminded they are shared and therefore asked to ensure all these services clean, tidy and hygienic. Please ensure all food put in fridges is stored in appropriate containers and is removed by use by dates. Fridges will be cleaned once a month, any food or drink left in the fridges will be disposed of without warning.

Please clean microwaves after use. Please wash, dry and put away any dishes or cutlery used.

The Bayes Centre also provides nursing mother facilities for anyone who would like to use them. This is a lockable private room, has soft seating and a dedicated fridge. If you require access, please just ask at reception. As above, if you use these facilities, please leave them clean, tidy and hygienic for others.

Appendix 1:

Bayes Desk Booking Policy

Objective: This policy aims to ensure fair and efficient use of shared office space by all team members through the Booker System. It is designed to maximize desk availability while respecting the needs of individuals for a productive workspace.

1. Booking System and Desk Types

Booking Platform: All desk bookings must be conducted through the Booker System to ensure transparency and availability.

Desk Identification: Each desk is clearly labelled, including the kit that is available at each desk. A detailed floor plan is available on the Booker System and in the shared space to help locate and identify specific desks.

2. Advance Booking

Booking Window: Desks can be booked up to 14 working days in advance. This advance window is intended to help plan your work week more effectively while considering the needs of others.

3. Cancellation of Booking

Responsibility: If you are unable to use a desk you have booked, you must delete your reservation in the Booker System as soon as possible. This allows other users the opportunity to utilize the space. If you do not cancel your booking within 48 hours prior to your booking start date/time you will still be charged.

4. Considerate Booking Practices

Recurring Bookings: Avoid making consecutive full-day bookings unless truly necessary. This practice ensures fair access for all team members throughout the week.

5. Daily Clean-Up

Clear Desks Policy: Desks should be cleared of all personal belongings at the end of each working day to maintain a clean and professional environment. A small number of lockers are available where their personal belongings can be stored. Items that are left and found or handed in at reception will be kept in lost property at reception for no more than two weeks. Non valuable items will be donated or recycled. Valuable items will be handed into the local police station.

6. Enforcement and Compliance

Monitoring: Usage of desks will be periodically reviewed to ensure compliance with this policy. The management reserves the right to adjust bookings that do not comply with the fair use guidelines.

Feedback and Adjustments: Building users are encouraged to provide feedback on the desk booking system and policy. Adjustments may be implemented based on collective feedback and observed usage patterns.

7. Exceptions and Adjustment Requests

Adjustment requests: Requests for exceptions to this policy due to health issues or other significant needs should be directed to your line manager who can raise with the Bayes Centre's Facilities and Operations Manager. These requests will be dealt with on a case by case basis and evidence may be required.

8. Pricing

Current pricing for bookable desks can be found on our [website here](#)

Conclusion: This Fair Use Policy is designed to enable a collaborative and flexible working environment. Compliance with this policy will be monitored, and non-compliance may result in restricted access to booking privileges.

Effective Date:

October 2024

Review Period: This policy will be reviewed annually or as needed to adapt to new challenges and feedback from the team. Updates will be communicated through the usual channels.

Appendix 2: Bayes Meeting Room Booking Policy

Purpose: The purpose of this policy is to ensure that meeting room resources within the Bayes building are used efficiently and considerately, allowing fair access to all building users.

1. Booking

Making a Booking: All meeting room bookings should be made either using the tablets outside each room or by email Bayes.Reception@ed.ac.uk.

2. Booking Guidelines

Appropriate Use: Meeting rooms are designated for in-person or hybrid meetings. They are not to be used as personal office spaces.

Capacity Considerations: When booking a meeting room, choose a room that corresponds closely to the number of expected attendees. Avoid using a large room for a significantly smaller group if a more appropriately sized space is available.

Alternative Spaces: A number of single person meeting booths are available to use for online meetings which we would encourage the use of rather than booking out a larger meeting space.

3. Duration of Booking

Whole Day Bookings: Whole day bookings should only be made when absolutely necessary, such as for events that require extended use of a space like interviews or day-long workshops.

Partial Day Use: For regular meetings, book the room only for the time span needed, allowing for setup prior to the meeting and a brief period afterward for clearing the room.

4. Monitoring and Compliance

Review of Bookings: Usage of meeting rooms will be monitored to ensure adherence to this policy. This is to prevent misuse of the spaces and ensure availability for all users.

Policy Enforcement: Compliance with this meeting room policy will be actively enforced. Noncompliance may affect future booking privileges.

5. Cancellations and Adjustments

Timely Cancellations: If your meeting is cancelled or rescheduled, please update the booking by emailing Bayes.reception@ed.ac.uk promptly to free the room for other users.

6. Responsibility and Feedback

User Responsibility: All users are expected to leave the rooms clean and tidy after use, restoring any moved furniture to its original position, and disposing of all litter and food waste.

Continuous Improvement: Feedback on meeting room policies or facilities is always welcome and should be directed to Bayes.reception@ed.ac.uk. This helps in continuously improving the management of Bayes' resources.

Effective Date:

October 2024

Review Frequency: This policy will be reviewed annually to ensure it continues to meet the needs of all stakeholders. Changes will be communicated through standard EFI communication channels.

By adhering to these guidelines, we can ensure that the meeting room facilities are used in a fair, efficient, and productive manner, benefiting the entire Bayes community.

