

Policy for the hiring of RCR meeting rooms to external organisations

The meeting rooms at The Royal College of Radiologists are available for hire to Fellows and members and to non-members of the College. College policy is that the hiring of meeting space at 63 Lincoln's Inn Fields is welcomed, and the College's aim is to maximise the use of its premises primarily to further the education of **clinical radiologists and clinical oncologists, whilst also generating additional income.**

College meeting rooms are used in a number of ways:

- Internal meetings of College committees, boards, examinations and PLD activities. etc
- Use by Fellows and members – a generous discount on the commercial rate is given for such bookings
- Use by Special Interest Groups (SIGs)
- Hiring by external organisations, to whom the full commercial rate is charged.

Use by Fellows and members

The room rates for Fellows and members are substantially reduced providing the meeting fulfils the following criteria:

- It is organised by a group of which membership is open to any RCR Fellow or member of either or both Faculties
- It is not for profit and is not sponsored by a commercial organisation
- It is not run on behalf of another, external, organisation; it must be booked in the name of a member or of a not-for-profit organisation
- The majority of those registering or expected to attend are RCR Fellows or members
- It takes place between 8am and 6pm Monday to Friday.

Reduced rates are not available to Fellows and members for the hiring of The Wolfson. The RCR reserves the right to ask the individual or organisation hiring the room(s) to produce evidence that all the relevant criteria above are being met.

Use by Special Interest Groups (SIGs)

Providing a current Memorandum of Understanding is in place, the RCR will offer to the SIGs the use of one of its meeting rooms free of charge, if available, for its meetings. A charge will be levied for any related direct costs arising, e.g. catering and cleaning costs. Normally, up to two meetings per year will be accommodated.

Other hirings

Subject to availability, the RCR meeting rooms are made available to hire by appropriate external organisations. Such hirings will be charged at the College's current commercial rate for the room(s) booked.

It is not appropriate to hire the College facilities to external organisations for

- (a) activities, courses or meetings that duplicate or overlap with activities in the RCR's published programmes or under consideration as a future activity, course or meeting including those organised with other bodies
- (b) that are judged at the time to be in direct competition with the RCR as regards activities, courses or events.

The Facilities team will consult with the relevant Officer if the application to hire may compete directly with meetings scheduled by the RCR during the calendar year.

Current hiring charges are published on the [website](#).

The College reserves the right to decline any meeting room booking; a case of doubt may be referred to the RCR Treasurer. The College will not hire to organisations or individuals whose business or the purpose of the event etc was associated with the sale or encouragement of use of firearms, illegal drugs, tobacco etc

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