

TENANTS MEETING ROOM: BUCKIE HOUSE POLICY

Meeting Room Policy: All McSence Business Park tenants are welcome to make use of the meeting room facilities within Buckie House during normal McSence office hours when the building is staffed which is Monday to Thursday 8am to 5pm and Friday 8am to 4pm which also excludes certain public holidays.

Free Use: Free use is for ad-hoc and irregular meetings and is only available when:

- ✚ Booked less than one week in advance
- ✚ For meetings of less than three hours' duration
- ✚ For eight or less people

Free bookings are restricted to the McSence Colliery Court Boardroom(s) which are:

- ✚ Suite 6a / Blinkbonny Suite
- ✚ Suite 6b / Borthwick Suite

Paid for Use & Pricing as of 1st April 2024: Outside of these parameters' Tenants may reserve the McSence Buckie House Training facilities at a discount of 40% on our normal charges. Tenants are also entitled to a discount for bookings the Manual Handling suite on an individual basis either with or without McSence tutors.

Catering: Users may bring their own catering and refreshments as long as they tidy up afterwards.

Restrictions: Bookings available outside of normal office hours are subject to a staffing charge and room hire will be at the non-discounted price(s) - please speak to the Training Staff for more details.

Please note, use of meeting rooms are offered on a "fair usage" basis and we reserve the right to refuse to accept any bookings where we feel this is being abused or where one tenant is monopolising use of the facilities.

All bookings or enquiries should be made through the Training Team on **0131 454 1515** or by email to; hayley.arnold@mcsence.co.uk

Company Intranet – Staff Zone: All the McSence Groups policies, procedures, handbooks are available on-line to all employees on the McSence Group's Staff Zone Intranet via our website [Login | McSence](#)

Compliance: Failure to comply with the provisions of this Policy may result in Disciplinary proceedings.



McSence Group Signatory:

David Maxwell | Chief Executive | McSence Group

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Policy Amendments & Revisions: This policy will be reviewed annually and, if necessary, revised in the light of legislative or organisational changes. Improvements will be made by learning from experience and the use of an established annual review. Should any amendments, revisions, or updates be made to this policy it is the responsibility of the Company Senior Management Team (SMT) to see that all relevant employees receive notice and training if necessary.