

LAYC Room Booking Terms and Conditions



- Once the booking enquiry form is submitted, LAYC will inform the booker whether we can accept the booking. We aim to respond within 5 working days of the enquiry.
- We would prefer 2 weeks notice to accommodate your room booking as best we can. Please contact us for any bookings which are sooner than that.
- The room should be left as found on entry. Care should be taken with all furniture, fixtures/fittings and IT equipment.
- The end time of the booking should be strictly adhered to. Please vacate the building by the agreed, booked time.
- Consideration should be taken in regards to other building users.
- Teas, coffee and biscuits will be provided, as well as access to a water cooler.
- A minimum of 3 business days notice is required for a room booking cancellation. Otherwise, the full room booking fee will be charged.
- LAYC reserve the right to refuse room bookings at our own discretion.