

St Leonards and St Ives Village Hall Management Committee
General conditions for Use of Broadband Internet for all Bookings
Terms and conditions as at 15 June 2009

The hirer will not download any large files such as music, television, and software files or connect via the Internet to any real time video or TV programs unless authorised by the system administrator. The hirer shall not connect to any file sharing systems such as Limewire or other downloading torrents. Blocking of such sites by the network router will occur. Monitoring the download per month is available at the ISP, and may be checked before and after a hiring.

Certain Web sites will be excluded for access to prevent automatic downloading of System Updates which may affect ISP download limits, i.e. Microsoft, Adobe, AVG, Norton, Avast Antivirus and others to be determined.

The hirer shall not communicate to any 3rd party any security or encryption keys or passwords they have been given to enable them to use the system.

The hirer should not access inappropriate Internet web sites or show inappropriate CD or DVDs.

The hirer should provide any necessary power extension cables, and 13 amp adapters as required.

Any cabling across the floor which may be a trip hazard should be shielded or covered by matting.

Hirers may not connect their own printers to the Braeside Hall desktop PC.

System Security

The Installed Network is protected by a hardware firewall, it is the hirer responsibility to maintain a fully updated anti virus program on their PC. The Hall committee will not be responsible for any virus, Trojan or other spyware or malware infecting any PC connected to the Internet system.

The advertised connection speed of 2Mbits/s may be lower at peak times, and is not guaranteed.

On occasions the user may find that there is another Internet session in another room accessing the system, the hirer is not guaranteed exclusive access.

The "Hall User" login on the Desktop PC is not password protected.

The contents of the MY Documents Folder on the Desktop PC is not available between different hiring sessions, any files required to be passed to the next session should be saved to a USB Memory stick or written to a CD ROM.

Any problems with the system should be noted on back of this form and reported to the System's administrator.

Checklist for Hirer –			
Name or Organisation			
Number of Members present			
Main Hall / Committee Room / Annexe (delete as necessary)			
Booking Date and Time		Charge	Tick if required & supplied
			Returned OK
Wireless Connection Only WEP Encryption Key = will be given to hirer on the day of hire		FREE	N/A
1 x 20 Metre Cat5 Connection Cable		FREE	
1 x 8 Way Network Switch + power connector (from GTL Administrator)		price on request	
1 x 2 metre Cat5 extension lead		FREE	
1 x 4 way 2 metre 13 amp Belkin Extension lead		FREE	
1 x 19" TFT Screen + Power Connector, Audio lead, VGA lead, Desktop PC + Power Lead, PS2 Keyboard & PS2 Mouse, Scanner (please note that a £50.00 deposit is required)		single session double session	£10.00 £15.00
Printer, please bring your own paper, inks are charges at 10 pence per page			
1 x LCD Projector Power Lead, VGA Lead & Sound Lead (from GTL Administrator)		single session double session	£10.00 £15.00
Signature Hirer		Hall Representative.....	
Date		Date	