

# St Leonards & St Ives Village Hall

## Broadband Internet Connections and Hirer Responsibilities

The management of the St Leonards & St Ives Village Hall agrees that the hirer may use the Broadband Internet facilities at a proscribed fee as follows:-

### 1 Wired Connection

The hirer may use the Wired Internet connections in the following locations

- a) The Committee Room located in the corner backing onto the kitchen near the door
- b) The Hall Annexe near the Toilet door
- c) The Right Hand Side of the stage behind the curtain
- d) The back of the hall near the Cleaning cupboard.

A 20 Metre Cat5 connecting cable is available to connect from the hirer PC to the chosen wired RJ45 box connection; the hirer must state if they require this cable at time of booking. (See check sheet)

If the hirer requires connecting more than 1 PC to the wired system then a multi-port switch can be made available to allow up to 7 PCs to connect, there may be additional charge for this. (See check sheet)

### 2 Wireless Connections

The Hirer may use the Wireless access to the Internet when using wireless enabled Laptop or desktop computers. The signal strength of the wireless connection is not guaranteed in the Hall Annexe because of the density of the walls between the main hall and Annexe. A limit of 20 PCs can be wirelessly connected at any one time. The published WEP Encryption code is shown on the hirer check sheet or will be advised at the time of hire.

### 3 Hirer requires a PC to use the Internet

Where the hirer requires connection to the Internet and does not have a suitable Personal Computer, a personal desktop computer system is available for hire; this consists of a Desk top PC together with a 19 inch LCD Flat screen monitor, keyboard and mouse. This would be available for any of morning, afternoon or evening bookings. A member of the hall committee will be available to supply the system in the required hall / room before the hiring commences (subject to availability).

A charge of £10.00 for each of the available sessions is made for the hire or £15 for hiring over 2 sessions (morning / afternoon or afternoon / evening), a deposit of £50 is required; refundable after the hiring providing all the equipment is returned in good condition.

There are 2 logins to Windows XP; the "Admin" logon protected by a password and the "Hall User" Login no password. The "Hall User" account has restricted access and a limited number of application programs available. If necessary; additional programs can be made available given prior notice.

#### Programs currently available are –

Microsoft Office 2003 consisting of Word, Excel, Outlook and PowerPoint these programs are also capable of loading MS Office 2007 files.

Web Browsing - Internet Explorer 8 and Firefox

Irfanview – Picture / graphic display and edit package

AVG Antivirus

#### Hirer own Computer Data Files

Any files etc that may be required for presentation or demonstration by the hirer may be supplied from USB memory stick, CD or DVD ROM. Files may only be downloaded to the "My Documents" Folder on the PC; and should be erased on completion of the hiring.

### 4 Large Screen Projectors

A projector can be made available for additional cost (£10.00 up to a 4 hour session, £15.00 for a double session) where the hirer requires showing to an audience the display currently on their Laptop or Desktop PC. Limited sound of around 1.5 watts is available through the projector. The same projector may be used with a DVD Player or VHS Recorder to show films or other material to which the hirer has intellectual rights. No commercial Videos or Films are permitted. Special notice of this requirement must be made at time of booking the Village hall facilities.