

LEEDS POLYTECHNIC - BECKETT PARK LIBRARY

THE BECKETT PARK CENTRE

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CITY OF LEEDS
COLLEGE OF EDUCATION
LIBRARY



LEEDS. City of Leeds College of Ed.
Beckett Park Centre

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STACK

TO BE REVISED SEPTEMBER 1968 WHEN THE CITY OF
LEEDS COLLEGE OF EDUCATION AND CARNEGIE COLLEGE
OF PHYSICAL EDUCATION WILL MERGE.

FIRST FLOOR AND LOUNGE RULES

The Management Committee wishes to ensure that members who use the Centre assume responsibility for the care of its furniture and fittings and for the smooth running of its facilities.

It hopes the need for formal regulations will be reduced to a minimum, but wishes to stress that the rules set out below will, for the benefit of users of the Centre, be strictly enforced.

The First Floor.

- (a) Silence must be observed in the study rooms and reading room.
- (b) Games of any description must not be played.
- (c) There must be no smoking except in study room five and the reading room.
- (d) Food or drinks must not be consumed.
- (e) Furniture must not be mis-used.
- (f) Furniture must not be re-arranged nor must any Centre property be removed.
- (g) Visitors must not be taken in the study rooms or reading room.

The Lounge.

- (a) Gambling is prohibited.
- (b) Cigarettes must be extinguished in the receptacles provided.
- (c) All litter must be placed in the receptacles provided.
- (d) No food or drink may be consumed except that purchased at the Coffee Bar or the Licensed Bar. Provision will be made in the Refectory for members to consume packed meals.
- (e) Furniture must not be mis-used.
- (f) Crockery, cutlery or any Centre property must not be removed from the Lounge.
- (g) Portable radios, record players, and tape recorders must not be played in the Lounge. Dancing, singing and the playing of musical instruments is not permitted in the Lounge except during organised functions decided by the Management Committee.

The Showers.

The showers are for the use of individual members but they must not be used by sports teams.

Dress.

After 5.30 p.m. every evening and from 12.0 noon until 2.0 p.m. on Saturday and Sunday members and guests will not be admitted into the Lounge/Bar wearing working dress i.e. track suits, lab. coats, work-shop smocks, etc.

THE LICENSED BAR

As a Club Licence will be obtained for the Licensed Bar, only members and guests will be permitted to use the Bar. The submission for licence will cover the following proposed rules.

MEMBERSHIP

There will be two categories of members, ordinary and temporary.

Ordinary Members.

Members and honorary members, over the age of eighteen, of the Students' Union of the Colleges and members of the senior common rooms of the Colleges.

Temporary Members.

Members of the Colleges Old Students' Associations and all former members of the senior common rooms of the Colleges while attending functions at either College.

Persons over the age of eighteen who are in residence or who are attending courses of more than one day's duration at the Colleges for a period not exceeding sixteen weeks.

No person may be admitted to membership, or be admitted as a candidate for membership, without an interval of at least two days between his nomination or application for membership and his admission, nor may any person becoming a member without prior nomination or application be admitted to the privileges of membership without an interval of at least two days between his becoming a member and his admission. (Licensing Act, 1964).

Membership Cards.

All ordinary and temporary members will be issued with a membership card and the Steward, Commissionaire or any member of the Centre Committees may request a member to show a membership card. The ordinary membership card will be invalid without a passport size photograph of the member. Until September 1968 Union Cards with the members' photograph on the back will be regarded as Membership cards. Cards will be issued to members of the Carnegie Students Association and members of the senior common rooms of the Colleges.

GUESTS

Only bona fide guests shall be entertained. Members may not introduce more than three guests on any one day unless specifically authorised to do so by the Management Committee. They must be "signed in" in the Visitors Book; they may not purchase drinks.

Visiting societies and teams will be admitted to the Centre when permission from the Management Committee has been granted. Requests should be made in writing by an official of the society or team to the Secretary of the Management Committee, giving at least fourteen days' notice. This official may be invited to attend the next meeting of the Management Committee. The host society or club will be held responsible for the conduct of their guests.

LICENSED BAR RULES

(Subject to confirmation.)

Hours of opening.

- (a) 7.0 to 10.30 p.m. on Mondays to Fridays inclusive.
- (b) 12 noon to 2.0 p.m. and 7.0 to 10.30 p.m. on Saturdays and Sundays.

The Advisory Committee may from time to time vary these hours subject to the provisions of the Licensing Act, 1964.

Prices.

The prices charged in the Bar shall approximate to those in public licensed premises, or as recommended by the Management Committee.

Conduct of the Bar.

- (a) The Bar/Lounge will at all times be used in a seemly and orderly manner with due regard for the comfort and well being of all members and guests.
- (b) The Steward and his assistant(s) will have the right to refuse service and to request any member or guest to leave the Centre should that person's behaviour become, in his judgement, objectionable.
- (c) The Steward, his assistant(s), Commissionaire and any member of the Centre Committee will have the authority to ask for a member's card if that member's behaviour, or that of his guest(s), is not in keeping with the Rules of the Bar.
- (d) A member will be held responsible for the behaviour of his guest(s) and may be asked to make good any breakage or damage caused by his guest(s) at the discretion of the Steward in consultation with the Management Committee.
- (e) Drinks will be purchased only by members: NOT by guests.
- (f) Drinks purchased at the Bar will be consumed in the Lounge, preferably in the Bar area.
- (g) Service may be given and money taken only by the Steward or such additional help appointed by the Management Committee. The Management Committee may specifically authorise a member who is an employee of The City of Leeds Education Committee, to serve or take money at the bar.
No other member and no guests may serve or take money at the bar under any circumstances.
- (h) Credit sales are prohibited.
- (i) Breakages of glasses and bottles or damage to bar property must be reported immediately to the Steward, together with the circumstances of such a breakage or damage. Members may be asked to make good any breakage or damage at the discretion of the Steward in consultation with the Management Committee.

- (j) Dancing, singing and the playing of musical instruments in the Bar/Lounge will not be permitted, except during organised functions as decided by the Management Committee.
- (k) Portable radios or tape recorders will not be played in the Bar/Lounge by members and their guests at any time.
- (l) Suggestions concerning the Bar should be made to the Secretary of the Bar Committee in writing.

Off Licence Sales.

These will be permitted for special occasions only, as specified from time to time by the Management Committee. Drinks purchased at the Bar will be for consumption on the premises only. Bottles, glasses or liquor will not otherwise be taken from the Bar/Lounge.

Accounts.

- (a) The stock, float, takings and bar equipment will be recorded and accounted for by a method decided by the Management Committee in consultation with the Bursar.
- (b) The bar accounts will be audited and presented to the Management Committee, Advisory Committee and members annually by the Treasurer of the Bar Committee.
- (c) Profits from sales may be distributed for the benefit of members as decided by the Management Committee in consultation with the Advisory Committee.

The Bar Committee, in consultation with the Management Committee, may from time to time alter rules for the Conduct of the Bar, in accordance with the terms of the Licence.

The rules will be binding on members and guests.

Bar Committee

(Subject to constitution)

Bar Committee

- (a) The Bar Committee shall consist of the following members: (i) The Secretary, (ii) The Treasurer, (iii) The Bursar, (iv) The Chairman, (v) The Vice-Chairman, (vi) The Members-at-Large.
- (b) The Bar Committee shall have the right to elect or co-opt members to fill any vacancies in the Bar Committee.

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THE COMMISSIONAIRES

The Advisory Committee will appoint two Commissionaires to protect the comfort and interests of members and Centre property and hopes that members will give these gentlemen every assistance and co-operation to carry out their duties which have been prepared by the Management Committee. Only one Commissionaire will be on duty at the times stipulated.

Hours of duty.

5.30 p.m. to 11.0 p.m.	Every evening
12.0 noon to 2.0 p.m.	Saturday and Sunday

Duties.

1. To ensure that only members and guests who have been "Signed in" in the Visitors Book enter the Lounge/Bar when he is on duty. The Commissionaire will be told to request members to produce their membership card and show the passport size photograph on the back (until he is able to recognise members). The Management Committee hopes that members will not be offended when asked to produce their card and will realise the importance of this rule.
2. To be responsible for the smooth running of the facilities and to check that the rules prepared by the Centre Committees are observed.
The Commissionaire will have the authority to:-
 - (a) caution any member or guest breaking any Centre rule(s);
 - (b) ask that member for his/her membership card and request him/her to leave the Centre.
3. To assist the Steward if there is a disturbance in the bar.
4. To check all notice boards in the Centre.
5.
 - (a) To inform students on the First Floor at 9.45 p.m. that they must vacate the rooms after fifteen minutes.
 - (b) To secure the First Floor at 10.0 p.m.
 - (c) To secure the Lounge/Bar and Refectory entrance doors at 10.45 p.m.
6. To complete a report form which will merely indicate the approximate number of members using the facilities during the evening. The Management Committee will require this information before it can consider the letting of rooms.

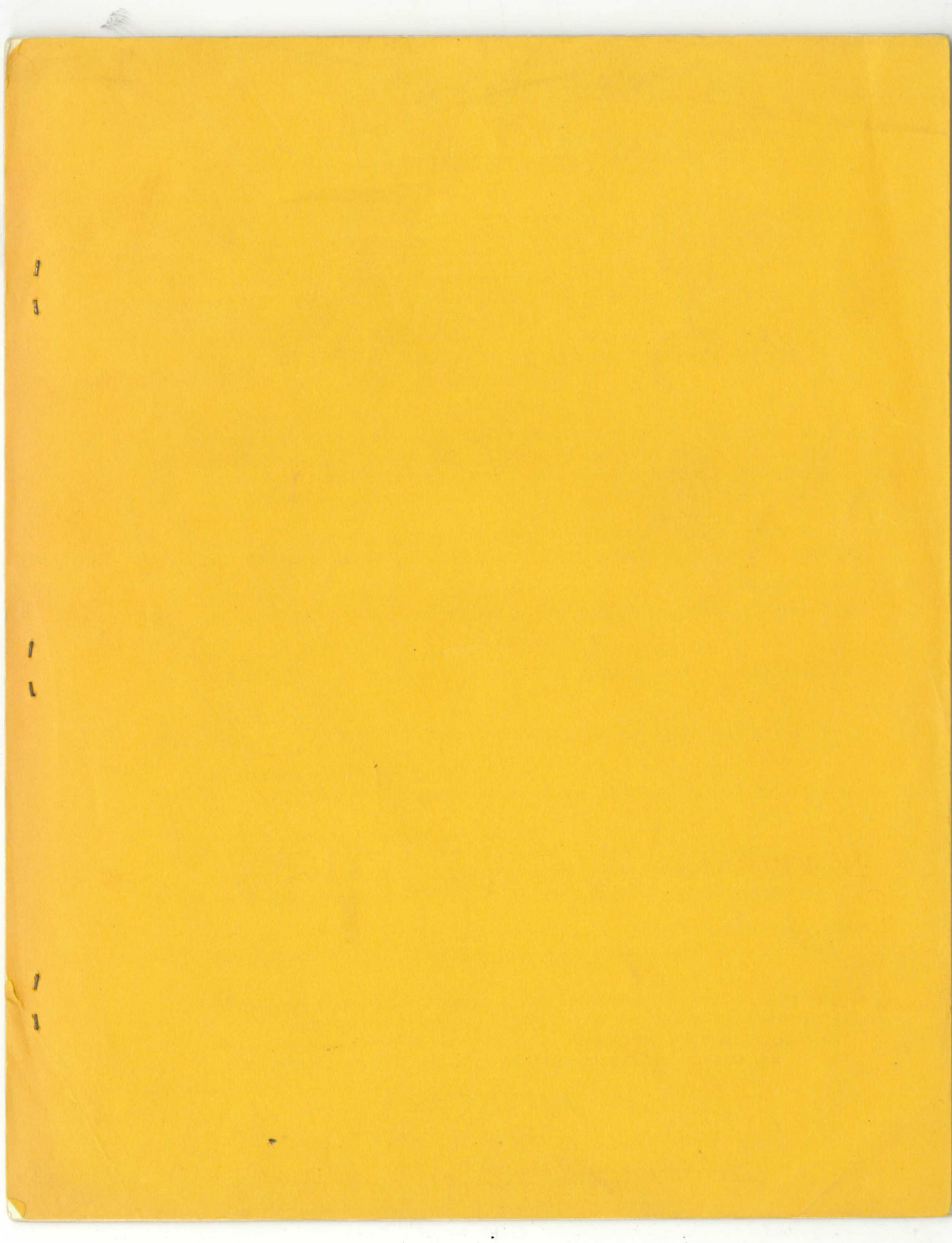
GENERAL CENTRE RULES

1. The Management Committee will be responsible for discipline in the Centre and may fine, ban or expel a member who commits an offence. In the event of exercising such powers the Management Committee will lay a report of the circumstances before the next meeting of the Advisory Committee.
Discipline for disturbances caused as a direct result of mis-use of the Centre may also be the responsibility of the Management Committee.
2. Any member who is requested to leave the Centre by the Steward, Commissionaire or any member of the Centre Committees must forfeit his/her membership card and will be banned from the Centre until reinstated by the Management Committee.
3. Any member committing an offence may be asked to appear before the Management Committee for a hearing.
4. In the case of damage, the member responsible will be asked to pay the cost of repair.
5. Membership will cease when a member withdraws from the Colleges or is "sent down" by the Authorities of the Colleges.
6. The Management Committee reserves the right to refuse admittance to any member or guest.
7. The Management Committee cannot be held responsible for any loss or damage to members' or guests' personal property in the Centre.
8. The Management Committee may from time to time propose variations and deletions of rules for the regulation of internal affairs of the Centre and the conduct of members. Such proposals shall be subject to notification by the Advisory Committee. The rules in force from time to time shall be binding on the members.

The Centre Committees are aware of members' interests and the numerous possibilities regarding the use of the Centre facilities. However, the Committees have decided to proceed cautiously until they have had time to establish a smooth and efficient organisation and until members have had the opportunity to use the Centre facilities.

Suggestions from members concerning the management of the Centre will be welcomed and should be made to the Secretary of the Management Committee in writing.

There may be a delay with certain facilities but members can rest assured that all facilities will be made available as soon as possible.



CITY OF LEEDS COLLEGE
OF EDUCATION LIBRARY

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C O N T E N T S

	Page
FOREWORD	2
PLAN OF THE BECKETT PARK CENTRE	3
OBJECTS	4
THE BECKETT PARK CENTRE ADVISORY COMMITTEE	4
THE BECKETT PARK CENTRE MANAGEMENT COMMITTEE	5
THE BECKETT PARK CENTRE BAR COMMITTEE	6
THE FIRST FLOOR	7
THE LOUNGE	8
FIRST FLOOR AND LOUNGE RULES	9
THE LICENSED BAR	10
Membership	
Guests	
LICENSED BAR RULES	11 & 12
Hours of opening	
Conduct of the Bar	
Off-licence sales	
Accounts	
THE COMMISSIONAIRES	13
GENERAL CENTRE RULES	14

FOREWORD

I am glad to have been asked to write a foreword to this handbook.

The opening of the student centre marks an important stage in the development of the colleges (soon to be one college) here at Beckett Park. It was authorised by the Ministry of Education to provide facilities for study and leisure, especially for day students, but its amenities are, of course, freely available to all members of the college. It has been built during a time of great financial stringency and we should all count ourselves fortunate in having it. It makes it possible for us to boast that, in one respect at any rate, we set a standard for all colleges of education just as we did in 1912.

The centre is being brought into use before its formal opening (planned for Saturday, 22 June), and the fact that it is ready for use is due largely to the work of the student centre committee, which has been tirelessly making and carrying out plans over a period of many months and has produced this useful handbook. Students of the college will have a large measure of control over the day-to-day organisation of the centre, and the smooth working of the student centre committee is a happy indication of the pattern of future organisation.

I hope that the centre, while not isolating students from the life of the city of Leeds and the county of Yorkshire, will encourage them to feel they belong to a living organisation and to play a bigger part in its life, and will help them to derive the maximum benefit from their stay in the college, the benefit that the founders of the college hoped for when they built so generously against tremendous opposition and scepticism in 1912. The benefit that students are supposed to gain from a residential institution accrues not from their merely being away from home, but from their entering fully into a society bigger than and different from their home. In such a society they educate each other unconsciously by meeting and exchanging ideas and engaging in enterprises together. The benefit does not come automatically and many students miss it, but the student centre should help to make its full realisation possible for all resident and day students who are prepared to seize the opportunity.

L. CONNELL.
January, 1968.

CONTENTS

1	FOREWORD
2	THE HISTORY OF THE BECKETT PARK CENTRE
3	OBJECTS
4	THE BECKETT PARK CENTRE ADVISORY COMMITTEE
5	THE BECKETT PARK CENTRE MANAGEMENT COMMITTEE
6	THE BECKETT PARK CENTRE LINK COMMITTEE
7	THE FIRST FLOOR
8	THE SECOND FLOOR
9	THE THIRD FLOOR AND HOUSE RULES
10	THE INCREASED BAR
	Membership
	Guests
11 & 12	INCREASED BAR RULES
	Hours of opening
	Contact of the Bar
	Off-licence sales
	Accounts
13	THE COMMISSIONAIRES
14	GENERAL CENTRE RULES

FOREWORD

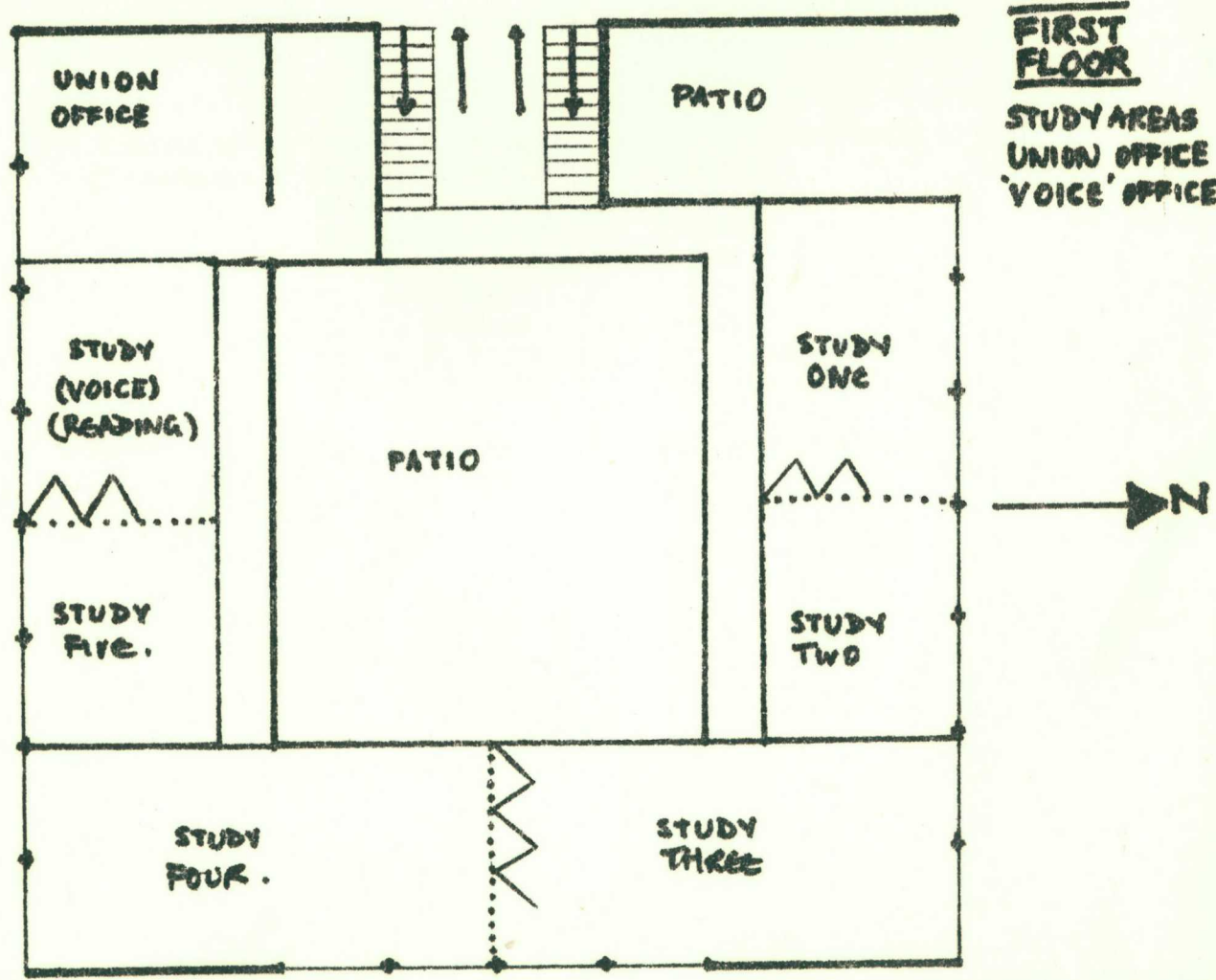
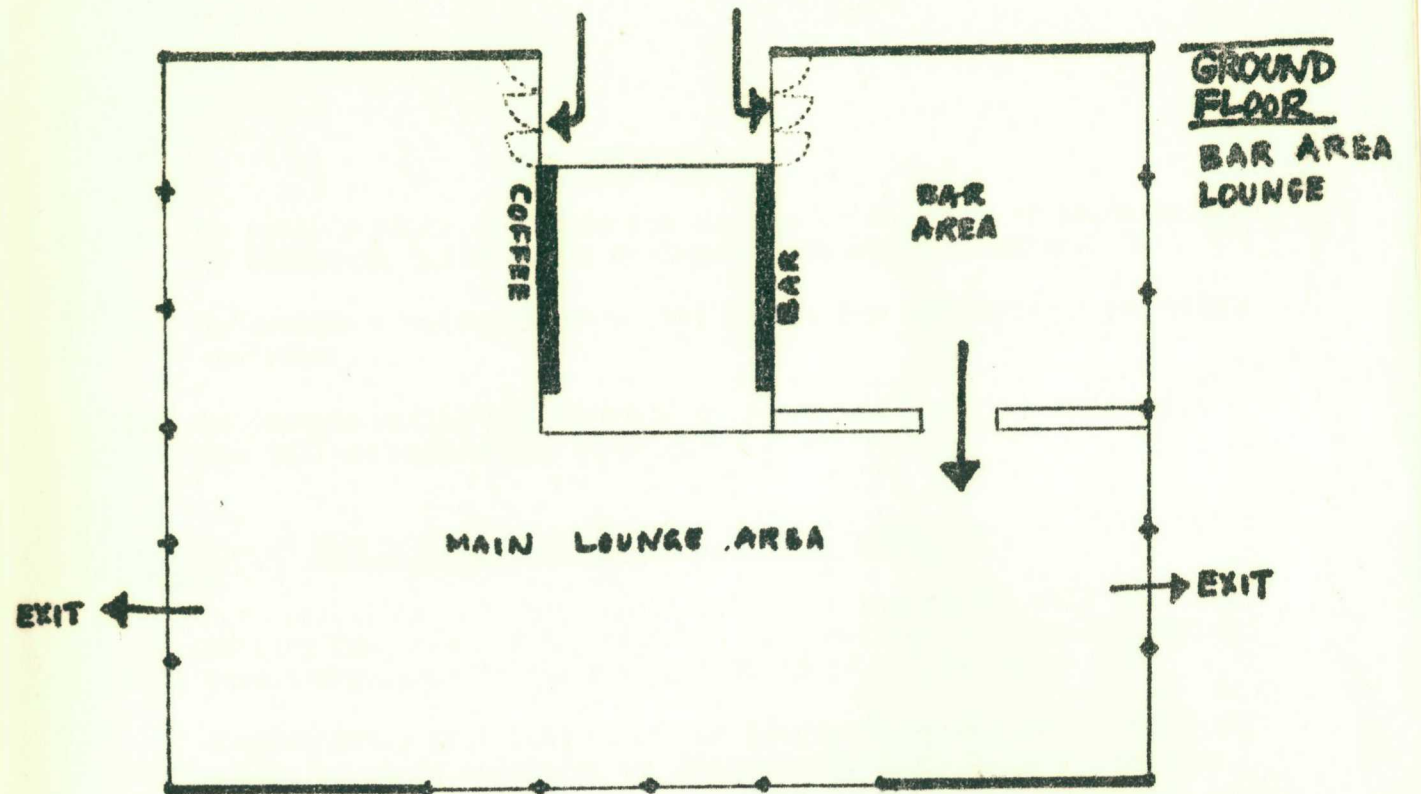
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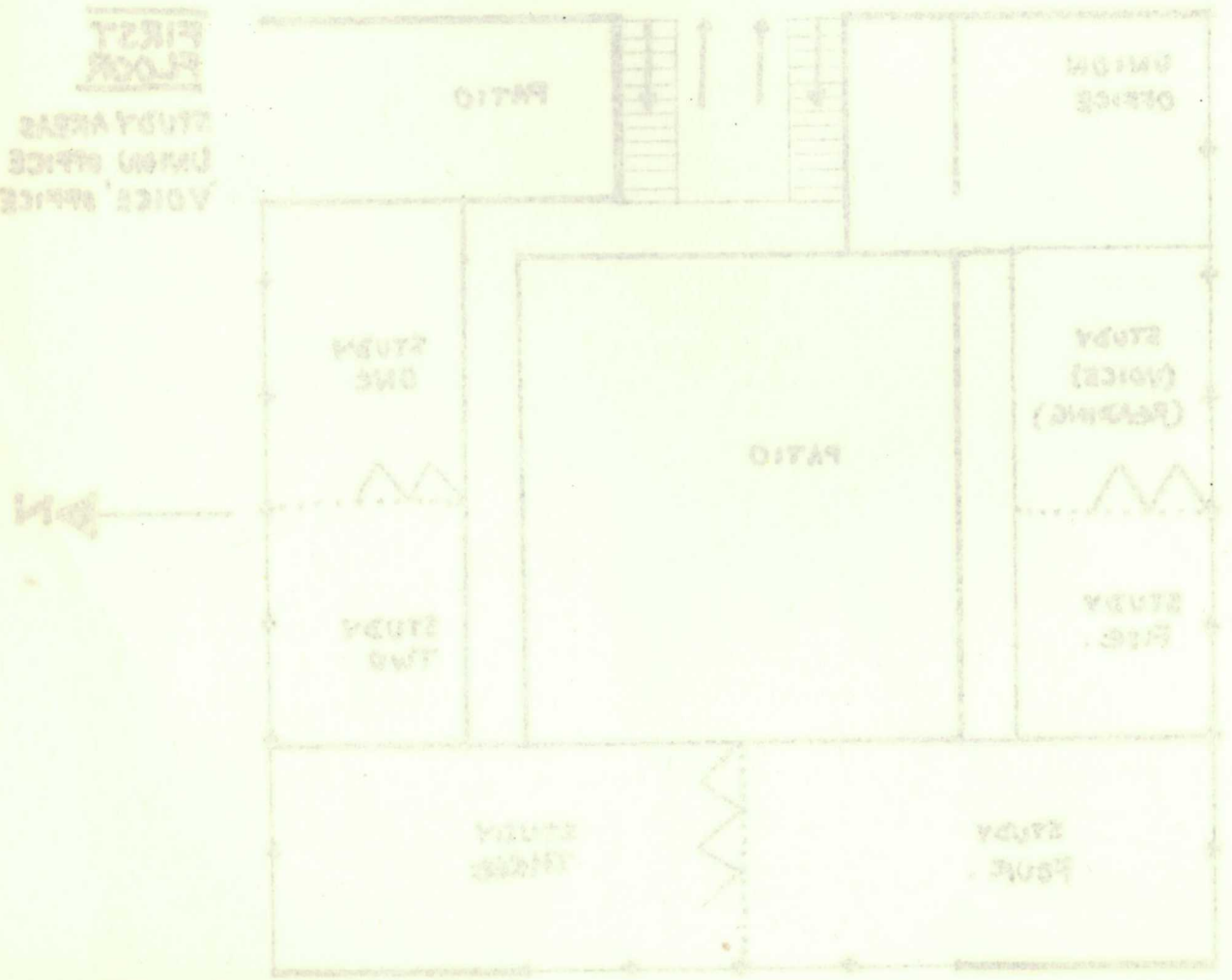
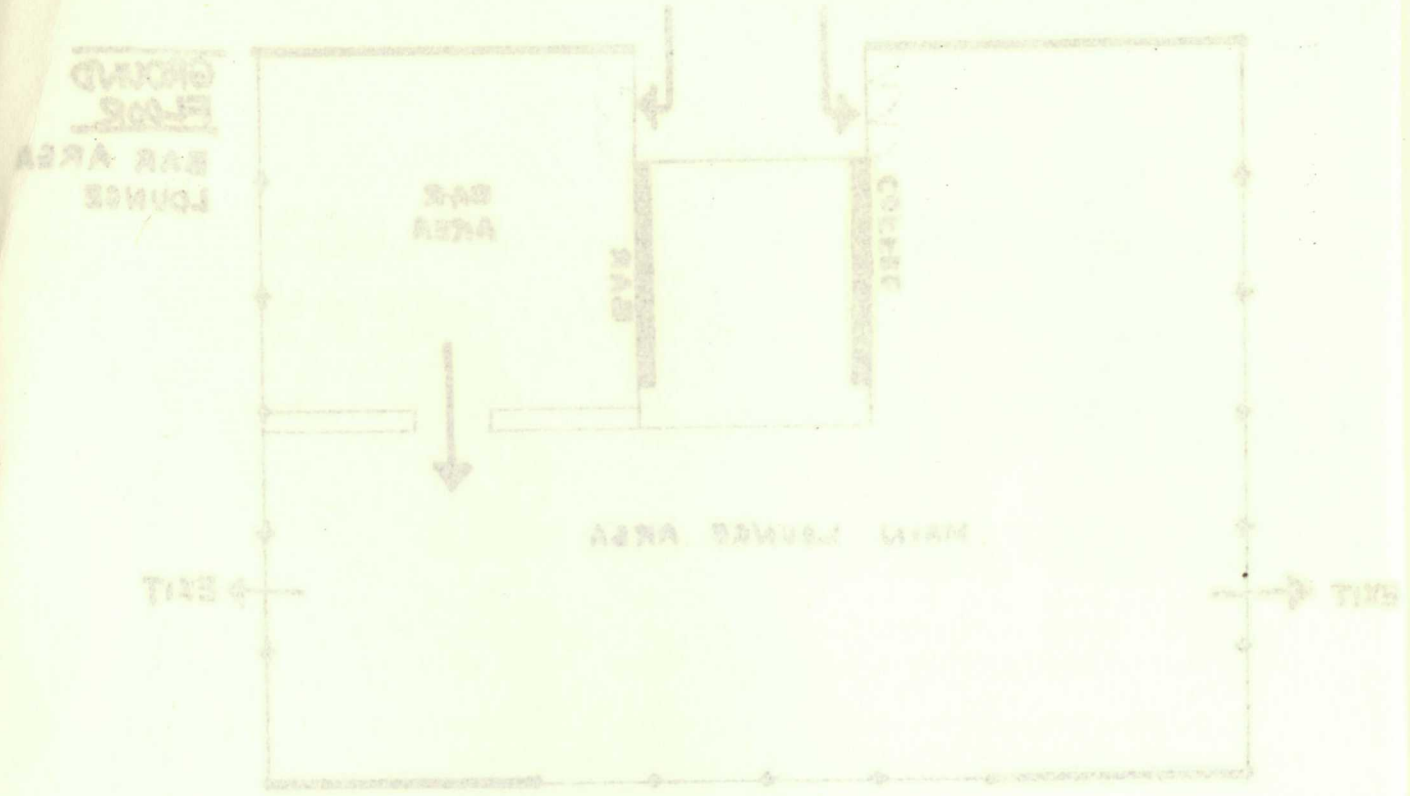
The opening of the student centre marks an important stage in the development of the college (soon to be one college) here at Rickett Park. It was authorized by the Ministry of Education to provide facilities for study and leisure, especially for day students, but its amenities are, of course, freely available to all members of the college. It has been built during a time of great financial stringency and we should all count ourselves fortunate in having it. It makes it possible for us to host, first, in one respect at any rate, we set a standard for all colleges of education just as we did in 1912.

The centre is being brought into use before the formal opening (planned for Saturday, 22 June), and the fact that it is ready for use is due largely to the work of the student centre committee, which has been tirelessly working and carrying out plans over a period of many months and has produced this useful handbook. Students of the college will have a large measure of control over the day-to-day organization of the centre, and the month's working of the student centre committee is a happy indication of the position of future organization.

I hope that the centre, while not isolating students from the life of the city of Leeds and the county of Yorkshire, will encourage them to feel they belong to a living organization and to play a bigger part in the life and will help them to derive the maximum benefit from their stay in the college, the benefit that the founders of the college hoped for when they built an essentially open and democratic institution. The benefit that students are supposed to gain from a residential institution comes not from their merely being away from home, but from their learning to live in a society different from that of their home. In such a society they should be encouraged to meet each other and to help each other and to bring their own contributions to the life of the college. The handbook does not only help to bring this about but also provides for all students and day students who are prepared to take the opportunity.

LEEDS, 1968





OBJECTS

1. To provide study amenities for members of the City of Leeds College of Education and Carnegie College of Physical Education.
2. To provide a cultural and social Centre for the Colleges and their societies.
3. To promote social and recreative activities among the members of the College Unions and their guests.

THE BECKETT PARK CENTRE ADVISORY COMMITTEE

Responsibility for the general policy of the centre will lie with the Advisory Committee of the City of Leeds College of Education which will report regularly to the Academic Board of the College.

The Committee will consist of the Deputy Principal of the College, six members of staff appointed by the Academic Council of the College and three students appointed by the Students' Union of the College. The College Principal and the College Bursar will be ex officio members of the Committee.

Chairman:	Mr. F. C. WILLMOTT	(Deputy Principal)
Secretary:	Mr. G. R. ALLFORD	(Staff)
	Miss D. BREWER	(Staff)
	Mr. A. A. BROWN	(Staff)
	Mr. F. CORR	(Staff)
	Mr. A. HARVEY	(Staff)
	Mr. J. MALPASS	(Staff)
	Mr. R. F. SPINKS	(President of the Union)
	Miss G. WALLACE	(Vice-President of the Union)
	Mr. B. MARKHAM	(Vice-President of the Union)

THE BECKETT PARK CENTRE MANAGEMENT COMMITTEE

The Management of the Centre will be the responsibility of the Management Committee appointed by the Advisory Committee. The Management Committee will be responsible for proper discipline in the Centre, the organisation of the Centre, financial control and any other matters properly defined as management or as delegated by the Advisory Committee.

The Committee will consist of seventeen members, namely:-

- The President of the Union : Mr. R. F. SPINKS
- The Vice-Presidents of the Union: Miss G. WALLACE (Secretary)
- Mr. B. MARKHAM
- The Secretary of the Union : Miss M. HALLIDAY
- The Treasurer of the Union : Mr. K. C. KNOWLES
- The Day Students' Presidents : Miss A. WALPOLE
- Mr. M. R. FARRALLY

The Chairman of the Entertainments Committee : Mr. R. C. IRVINE

4 others (elected by the Students Union of the College)

- President, Carnegie College : Mr. A. A. S. HOLLANDS
- Chairman, House Committee : Mr. M. D. WILSON
- : Mr. E. A. RAYNES
- : Mr. J. E. FROGGATT

The Bursar : Mr. T. EASOM

Four members of staff (elected by the Advisory Committee)

- : Miss D. BREWER
- : Mr. F. CORR
- : Mr. A. HARVEY
- : Mr. J. MALPASS (Chairman)

MEMBERS

1. To provide study facilities for members of the City of Leeds College of Education and Carnegie College of Physical Education.
2. To provide a cultural and social Centre for the College and their societies.
3. To promote social and recreational activities among the members of the College Union and their societies.

THE BECKETT PARK CENTRE MANAGEMENT COMMITTEE

Responsibility for the general policy of the Centre will lie with the Advisory Committee of the City of Leeds College of Education which will report regularly to the Academic Board of the College.

The Committee will consist of 17 members of whom 4 will be ex-officio members of staff appointed by the Academic Council of the College and three will be elected by the Students' Union of the College. The College Bursar and the College Secretary will be ex-officio members of the Committee.

(Deputy Principal)	Mr. F. G. WILSON	Chairman
(Staff)	Mr. G. H. LLOYD	Secretary
(Staff)	Miss S. WILSON	
(Staff)	Mr. A. A. EASOM	
(Staff)	Mr. F. CORR	
(Staff)	Mr. A. HARVEY	
(Staff)	Mr. J. MALPASS	
(President of the Union)	Mr. R. F. SPINKS	
(Vice-President of the Union)	Miss G. WALLACE	
(Staff)	Mr. M. R. FARRALLY	

THE BECKETT PARK CENTRE BAR COMMITTEE

The Management Committee will appoint the Bar Committee, at least two of whom shall be members of the Management Committee. One of the two members of the Management Committee will be the Chairman, whilst the remaining members will be appointed from membership of the Colleges.

The main functions of the Bar Committee will be to carry out the instructions of the licensee in accordance with the terms of the licence, to ensure that proper conduct is observed in the bar, to arrange for the ordering of supplies, the employment of a Steward and other necessary assistance, and to arrange for the security of cash, its banking and the maintenance of a proper system of accounting.

The Committee will consist of ten members:

- Chairman : Mr. A. HARVEY
- Secretary : Miss M. HUMBLE
- Treasurer : Mr. T. EASOM
- : Miss G. WALLACE
- : Mr. J. B. HAINSWORTH
- : Mr. A. A. S. HOLLANDS
- : Mr. E. A. RAYNES
- : Mr. M. D. WILSON
- : Mr. A. WRIGHT

The Management of the Centre will be the responsibility of the Management Committee appointed by the Advisory Committee. The Management Committee will be responsible for proper discipline in the Centre, the maintenance of the Centre, financial control and any other matters properly defined as falling within the scope of the Advisory Committee.

The Committee will consist of ten members, namely:-

- Mr. A. HARVEY
- Miss M. HUMBLE
- Mr. T. EASOM
- Miss G. WALLACE
- Mr. J. B. HAINSWORTH
- Mr. A. A. S. HOLLANDS
- Mr. E. A. RAYNES
- Mr. M. D. WILSON
- Mr. A. WRIGHT

THE FIRST FLOOR

Members of the Colleges may use the first floor facilities at the times stated.

The six rooms on the first floor will be open from 9.0 a.m. until 10.0 p.m. every day during term time.

Rooms one to five will be study rooms and room six will be a reading room.

Smoking will be allowed only in study room five and the reading room.

'The College Voice' Committee will be allowed to use room six (reading room) for two days prior to publication.

The Management Committee will consider letting rooms to College Societies, Committees and other recognised groups, when they have had sufficient time to assess the demand by students for first floor facilities.

Members are requested not to take outdoor clothing into the study rooms and reading room, nor to reserve a table, for longer than thirty minutes, by leaving books or a brief case on the table.

The Union Offices.

The equipment in the foyer may be used by any Union member on request to a Union Official.

The Main Office will be open for the use of Union members for specific Union business at the times listed in the Union Office foyer. Only members of the Executive and the Entertainments Chairman will have access to the Main Office.

The telephone in the Union Office is for official calls only.

The Patios.

The Patios may be used when suitably surfaced and furnished. Until such time members will not be allowed to use them.

THE MANAGEMENT COMMITTEE

The Management Committee will consist of the following members: One of the two of whom shall be members of the Management Committee. One of the two members of the Management Committee will be the Chairman, whilst the remaining members will be appointed from membership of the College.

The Management Committee will be responsible for the day to day running of the first floor facilities. It will be responsible for the day to day running of the first floor facilities. It will be responsible for the day to day running of the first floor facilities.

- Mr. A. MURPHY : Chairman
- Mr. M. HURDLE : Secretary
- Mr. S. BROWN : Treasurer
- Mr. J. B. HAINSWORTH
- Mr. A. A. S. HOLLAND
- Mr. S. A. BAYNES
- Mr. W. D. WILSON
- Mr. A. WRIGHT

THE LOUNGE

(Times subject to confirmation.)

WEEKDAYS

9.0 a.m. - 11.45 a.m.	Open
11.45 a.m. - 12.30 p.m.	Closed for cleaning
12.30 p.m. - 5.0 p.m.	Open
5.0 p.m. - 5.30 p.m.	Closed for cleaning
5.30 p.m. - 10.45 p.m.	Open

Coffee Bar.

9.30 a.m. - 11.0 a.m.	Coffee and biscuits
12.30 p.m. - 1.45 p.m.	Coffee and tea
3.0 p.m. - 4.0 p.m.	Tea
8.0 p.m. - 10.0 p.m.	Coffee

Licensed Bar.

7.0 p.m. - 10.30 p.m.

SATURDAY AND SUNDAY

10.0 a.m. - 11.15 a.m.	Open
11.15 a.m. - 12.0 noon	Closed for cleaning
12.0 noon - 5.0 p.m.	Open
5.0 p.m. - 5.30 p.m.	Closed for cleaning
5.30 p.m. - 10.45 p.m.	Open

Coffee Bar.

10.0 a.m. - 11.0 a.m.	Coffee and biscuits
12.0 noon - 2.0 p.m.	Coffee and tea
8.0 p.m. - 10.0 p.m.	Coffee

Licensed Bar.

12.0 noon - 2.0 p.m.
 7.0 p.m. - 10.30 p.m.

Members are requested to wear reasonable dress at all times in the Lounge and whenever possible to leave top clothing in the cloakrooms provided; also to avoid taking briefcases, files etc. into the lounge during busy periods, e.g. coffee and tea breaks.