

Accessible meeting room details

1. Address of meeting room:

2. Contact details for booking the room:

Name of contact person:

Address and postcode:

Telephone, minicom, fax numbers, email address:

3. Hire charges per hour:

4. Is the room available at the weekends, and in the evenings?

NO ☐ YES ☐

5. Meeting room facilities (whiteboard, flip chart etc.):

6. Are refreshment facilities available?

NO ☐ YES ☐

Accessible meeting rooms checklist

FEATURE	YES	NO	NOTES
Does the meeting room have car parking near by? If so where.			
Are there any designated and wider bays for disabled people? If so how many.			
Is the route from any parking area to the meeting rooms ramped or level?			
Does the meeting room venue have good links to public transport?			
Is there ramp/level access through the meeting venue/room doors?			
Is the meeting room itself fully accessible?			
Does the venue have an accessible disabled people's toilet?			
Does the meeting room/s have an induction loop?			
Are accessible syndicate rooms available?			
Are lighting levels adequate and adjustable?			
Does the venue have accessible catering/kitchen facilities?			

Further advice:

For further advice on access audits or to obtain a free copy of
“Accessibility by design” a standard guide accessibility legislation,
building access and interior ergonomics, contact:

Mick Watts
Access Officer
Derby City Council
Tele/Minicom: 01332 255925
Fax: 01332 255902
Email: mick.watts@derby.gov.uk

If you would like a registered access consultant / auditor to
undertake an audit of your premises and meeting rooms visit the
National Register of Access Consultants at:

www.nrac.org.uk