

P R INTERNATIONAL

42-43 Mahavir Centre, Sector-17, Vashi, Navi Mumbai – 400703 Tel: 022-27895511

Training Rooms usage policy, Rules and Regulations

1. Premises working hours are strictly 10.00 AM to 7.00 PM. Before and beyond hours may only be allowed with prior permission from management and subject to availability.
2. If premises is booked by a person who is not attending the program then at least another person should provide a genuine authority letter or the same companies I card to prove the identity and address proof.
3. Entry to the premises shall be accorded as per the booking time only. A relaxation for check in may be allowed subject to availability and per sole discretion of the management upon payment of specific additional hourly charges.
4. Check out should be as per the booking Hours only. Any additional usage shall be intimated at least 1 hour before the scheduled check out time. Permission may be granted subject to availability and also subject to confirmation by the management, Additional usage should be compensated on hourly basis.
5. Consumption of any kind of Food, Snacks, Tit Bits, Parcels are strictly not allowed in the premises. There are nearby many restaurants suitable to your taste buds and budget within 50 meter radius of our premises where you can go and have food of your choice.
6. Water/ Tea/ Coffee can be consumed within the premises at your designated booked area only. Kindly pay for your own consumption.
7. Filtered water is provided free of cost. If you want bottled water please make your own arrangement.
8. Trainer, Trainees and support staff are not allowed to roam around or sit in other areas than Room
9. Additional chairs beyond the booking capacity will not be provided.
10. Strictly maintain the cleanliness. Any kind of litter like empty bottles/ Waste papers/ Tea cups/ Wrappers should be put in Waste bins only.
11. UHD TV 55 inches screen is provided in training room. No Projector. Ensure your laptop has an HDMI output port. One Net connection by LAN cord will be provided to the trainer only.
12. Kindly handover Remotes of TV, AC and Duster/ Markers to our staff at the time of check out
13. Switch off the lights, Air conditioners, Fans and TV when not in use.
14. Smoking of any kind, Chewing Pan Masala/ Gutkha, Paan Chewing Gum, Drinking Alcohol inside the premises are strictly prohibited.
15. Any unlawful activities or unlawful product trainings are not allowed
16. Any damage done to the property of premises should be compensated for. Failure to do so may Black list the users and lodge a complaint against the offenders as per provisions of Law
17. Maintain cleanliness of Washrooms and Training area. Flush Urinals/ Toilets after use
18. Maintain full silence within the premises and outside of your Training area. This is not your office and hence Group meetings/ Phone usage outside your Training Room are strictly prohibited
19. Once you have Checked in/ occupied the Room, Keep the door shut of your room all the time
20. Since this is an education centre, other people are also getting trained. Maintain decorum
21. Capacity of Training Rooms (Including Trainer and support staff of user)

| | | |
|-------------------------------|---|----------------------|
| Elegant Training Spaces | : | Max 30 Persons |
| Large Furnished Training Room | : | Max 25 Persons |
| Small Furnished Training Room | : | Max 8 Persons |
| Co working Space | : | 1 Person per booking |

By order

P R international