

Our meeting room: Information for users

How to find us

The Meeting Place is at 2 Langley Lane, London SW8 1GB. It is located about 320 metres from Vauxhall Station, which is bus station, underground station (Victoria line) and a mainline railway station (direct services from London Waterloo). To plan your route, go to www.tfl.gov.uk for travel within London and www.nationalrail.co.uk for travel into London.

The building

Access is via a level entrance on Langley Lane. The meeting room is located on the ground floor. There are two toilets on the ground floor within easy reach of the meeting room, including one accessible toilet. The building is non-smoking and we ask people using the building not to smoke on the pavement in front of the building.

Evacuation procedure

Fire exits are via the main front entrance on Langley Lane or via the fire exit at the back of the building in the meeting room. If you see any indication of fire in or around the meeting space, activate the alarm located to the left of the fire exit. If the alarm is activated while you are using the room, please assemble your group and leave via the nearest exit, making your way to the assembly point on the corner of Langley Lane and South Lambeth Road (see map below).



Health and Safety

If you are unsure how to use any of the facilities or have any concerns about health and safety, please speak to the person covering building reception in the office on the first floor.

First Aid and Accidents

The nearest first aid box is located in the kitchen, which is next to the meeting room through a door off the main corridor. You must let the person covering building reception in the office on the first floor know about any accidents or near misses that occur while you are using the building.

Availability

We do not currently provide a commercial rental service for the meeting room, preferring to provide it, free of charge, to partner organisations who share our values.

The meeting room is generally available during office hours, Monday to Friday.

Organisations based in our building have priority use of the meeting room. You can check the current availability of the meeting room, and email us with a booking inquiry, via this link: <https://www.crimeandjustice.org.uk/meeting-room>.

What we provide, what you need to provide

While we do not expect you to get the Hoover out at the end of the meeting, we do ask that you leave the room in the state that you found it. This includes:

1. Rearranging the furniture back to the configuration you found it in, if you move it around during your meeting.
2. Disposing of any food, paperwork and other materials you bring in the bins provided, or by taking them away with you.
3. Tidy up any spillages, food mess etc as best you can.

Please do not use blue tack or pins to affix flip-chart sheets or other paper to the wall.

What we provide

- Tea and coffee-making facilities.
- Flip-chart stands (but not flip-chart paper and pens).
- All that you need to run an online meeting, including screen, computer, web-cam and speaker, Zoom and Teams apps (but not the account logins).
- A dedicated folder on the computer, for instance for PowerPoint presentations and other materials. You can bring these with you on the day, or email them to us in advance to set up on the computer for you.

What you need to provide

- Any additional required refreshments, such as food, bottled water etc.
- Meeting materials that you might need, such as flip-chart paper, pens, post-it notes.
- Zoom and/or Teams login details/accounts for online meetings.