

Bentilee Community Learning Centre

NEW COMPUTER LEARNING FACILITY

Shortly to be opened in the Jet premises at 19, Brackenfield Avenue is the newly fitted out computer suite which is available **free of charge** to Community Groups. There will be Broadband Internet access to twelve desktop computers in the main suite and four desktop computers in a smaller training room for small group training.

If you want to provide training to your group ring the Bentilee Jet on 01782 236006 or e-mail: bentilee.jet@stoke.gov.uk for a booking form. Alternatively complete the attached Booking Form and e-mail it back to the above address.



The new Bentilee learning facility in Brackenfield Avenue



Bentilee Community Learning Centre

19 Brackenfield Avenue

Bentilee

Stoke-on-Trent

Staffordshire

ST2 0DH

Telephone: 01782 236006

E-mail: bentilee.jet@stoke.gov.uk

Booking Form

Free bookings for the Learning Centre can be made by any recognised organisation wishing to provide *free* tuition and/or training to members of the community (or their own staff in the case of charitable or voluntary organisations) between the hours of 9.30 a.m. and 4.30 p.m. Mondays to Fridays, excluding public holidays. (These times and days may be amended by negotiation)

A named individual and their contact details must be nominated at the time of booking as '*the responsible person*'.

Organisation:

Name _____

Address _____

Telephone Number _____

Responsible Person _____

Telephone Number _____

Date Learning Centre required _____

Time Learning Centre required From _____ **a.m./p.m. To** _____ **a.m./p.m.**

Approximate number of Learners _____

Type of course _____

The **Bentilee Community Learning Centre** is an initiative provided by Empowering People Inspiring Communities (EPIC) and managed on a day to day basis by the **Bentilee Jet**. It has been funded by The Adult Learning & Community Service.

The resource comprises 16 networked desk top computers, 12 in the group learning suite and 4 in a side room for small group or one to one work.

All computers are linked to broadband internet with restricted access in compliance with local education requirements.

All bookings are subject to the following terms (see over)

Bentilee Community Learning Centre

Booking Terms:

1. A responsible person must be nominated for all bookings.
2. The responsible person will be accountable for any damage caused to equipment or premises during the course of the booked period and be responsible for the cost of repair or replacement.
3. A register of participants must be completed and signed by all participants for every session (to comply with funding requirements)
4. No food or drink is to be consumed in the Learning Centre.

Please sign and date the form below to confirm your acceptance of the above conditions.

Signed _____ Please print name _____

Dated _____

The return of this form completed, via e-mail confirms your acceptance of the above conditions.