

**Informal Seating Area at the ARC: Usage Policy**

1. The Informal Seating area, located behind Reception at the ARC, is primarily used as an open drop-in space for visitors to the building. Whilst the area can be reserved for certain events and activities, we work always to maintain a balance with this primary purpose.
2. The area can be reserved through the ARC's Events and Engagement team for informal events or gatherings which are deemed suitable for the space. Such activities include but are not limited to:
  - a. reserved seating for catered events.
  - b. breakout area for Level 2 takeovers.
  - c. informal drop-ins or small-scale table-top displays.
  - d. creative activity that makes use of the area's distinctive layout.

The area is not recommended as an alternative to meetings rooms.

3. To minimise disruption to building users, no microphones are to be used in the space during core work hours. We cannot facilitate hybrid meetings in the area.
4. The Informal Seating area extends only as far as the blue markings on the floor. The high seats and desks immediately adjacent to the area cannot be reserved.