The Members' Room

The Members' Room on our 3rd floor is now open for the use of our Ordinary Members.

Please read the following information before your visit.

Timing

The room will be available for use between 10am-4pm, Monday to Friday on our normal working days. Please visit this website or call ALCS on 020 7264 5700 and ask for Cathy Ravetta before visiting as there may be occasions on which the room is unavailable to Members.

At approximately 3.55pm we will be asking you to log out if on a computer, and all Members using the facility should be ready to vacate the room at 4pm promptly.

Booking your space

The room can accommodate a maximum of 10 Members at any one time including seating for 4 Members at computers.

If you wish to use a computer, please call ahead with your ALCS reference number and the time that you wish to book. To ensure the use of computers can be fairly allotted between our Members, there is a maximum use of 2 hours per Member each day in busy periods.

If you wish to use a computer then space will be allocated on a first come first served basis. Reserve your space now by emailing us.

Internet access/ computers

The four computers provided are connected to the internet however the room does not have wireless internet access facilities. If you wish to bring your own laptop you are welcome to so do at your own risk.

Accessing The Writers' House

You will be asked to sign in at Reception so that we have an accurate count of the people in the building at all times in case of any emergency. You will also be required to sign out at Reception when you exit the building.

Please note that the rest of the building is dedicated to the offices of ALCS to which you will not be permitted access.

Refreshments

Tea and coffee making facilities will be available on the 3rd Floor.

Parking

Unfortunately there are no general parking facilities at The Writers' House. There is, however, one designated disabled parking bay with access via our St Clare Street entrance.

Facilities for the disabled

There is a disabled toilet on the ground floor. There is an attendant propelled wheelchair on site should it be required.

Health & Safety

By using the Members' Area at The Writers' House you will be bound by the Company Health & Safety guidelines which are available on the website.