



# **FACILITES & ROOM HIRE POLICY**

Telephone: 255 22 2127369  
Website: [www.tiarb.or.tz](http://www.tiarb.or.tz)  
Email: [info@tiarb.or.tz](mailto:info@tiarb.or.tz)

1<sup>ST</sup> Floor, Right wing, White Star Tower,  
Mikocheni, Kiko Avenue,  
P. O. Box 76890 DSM

**Policy Title:** Conference room Hire Policy

**Effective Date:** December 2024

## **1. About TIArb**

Tanzania Institute of Arbitrators (TIArb) is a professional institute with the mission of promoting expedient resolution of commercial disputes through arbitration and other alternative dispute resolution mechanisms in Tanzania. It was registered in December 1999 by the Registrar of Societies with a Certificate of Registration No. 8833. The main functions of TIArb is to administer ADR disputes and to strengthen capacity of ADR practitioners by providing different ADR trainings. TIArb Vision is to be an institution of choice for commercial arbitration and dispute resolution and mission is to promote and facilitate expedient resolution of commercial disputes through arbitration and other alternative dispute resolution mechanisms.

## **2. Purpose of the Policy**

This policy outlines the terms and conditions for hiring rooms at the Tanzania Institute of Arbitrators to support structured meeting in arbitration, adjudication, mediation sessions, and different training programs.

## **3. Facility Availability and priority**

Facilities are available for booking during business hours, thus from 08:00 to 17:00.

Priority is given to cases administered by TIArb and cases not administered by TIArb but presided by TIArb members. And confirmation will be on the first-come, first-served basis.

## **4. Bookings, fees and payment**

All bookings must be made at least 72 hours before the required date to ensure availability.

### **Hire fees**

- **Boardroom: for a half day meeting**  
TZS. 300,000 for a meeting
- **for a full day meeting**  
TZS. 500,000
- **Virtual meetings:** TZS. 150,000
- **Payment Terms:** payment shall be made immediately after the meeting upon service of an invoice from TIArb accountant. Acceptable payment methods include cash payment and bank transfer.

## 5. Confidentiality and Privacy

- **Confidentiality:** The privacy and confidentiality of arbitration, adjudication, and mediation processes must be strictly observed. TIArb will ensure rooms are free from interruption. Only authorized participants are permitted to access the rooms. Names of all attendees must be provided at the time of booking.

## 6. Room Use and Responsibilities

- **Room Setup:** The room can be arranged based on specific requirements for mediation, arbitration, or training setups. Setup requests should be made at the time of booking.
- **Damage:** Any damage to the room or equipment must be reported immediately. Hirers will be liable for the cost of repairs or replacements.

## 7. Equipment and Facilities

- **Available Equipment:** Rooms are equipped with whiteboard, conference screens and video conferencing tools.
- **Additional Requests:** Extra equipment, such as additional seating or presentation tools, should be requested at the time of booking and may incur additional charges.
- **Support Services:** On-site technical support will be available if requested in advance, with charges applied as necessary.

## 8. Conduct and Code of Use

- **Professional Conduct:** All hirers are expected to conduct sessions in a professional manner and ensure that behavior respects the purpose of the session.
- **Food and Beverages:** Only light refreshments are permitted in the rooms unless otherwise approved. Waste should be disposed of in designated areas.
- **Non-Smoking Policy:** Smoking is strictly prohibited within the premises.

## 9. Health and Safety

- **Capacity Limitations:** our rooms has a maximum capacity that must be adhered to for safety reasons. The capacity for each room is listed as follows:
  - **Boardroom:** 12 people
  - **Small meeting room:** 4 to 5 people

## **10. Liability and Insurance**

- **Liability:** TIArb will not be liable for any personal items lost or damaged during the hire period.

## **11. Cancellation**

Cancellations can be made not less than 48 hours in advance.

## **12. Compliance**

Failure to comply with the terms of this policy may result in the cancellation of the booking and/or the denial of future booking requests.

## **13. Policy Review**

This policy is subject to an annual review to ensure it remains relevant and meets the evolving needs of our facility users.

## **Contact Information**

For inquiries or to make a reservation, please contact;  
Tanzania Institute of Arbitrators  
Levina Hendry Mmari  
Accountant  
+255767 295800  
Email: [info@tiarb.or.tz](mailto:info@tiarb.or.tz)/ [levinammari@yahoo.com](mailto:levinammari@yahoo.com)