

**Isambard Studio Usage Policy**

**Policy Intent**

This policy has been created to enable a consistent and effective system of management for the Isambard Studio1.

This policy clarifies the rules and processes for booking and safely using the facility, so that all hirers and users are aware of the full details of use for the facility, and to guarantee the fair booking and safe usage of the facility.

**Booking Procedure**

All Isambard Studio bookings will be via the Student Activities department of the Union of Brunel Students. This includes; clubs, societies, internal private2 and external private3 bookings. Whilst the Union of Brunel Students will endeavour to allocate you’re requested time slot, please consider that this is a very busy facility with limited space.

Whilst most bookings are free of charge, there are some circumstances where the Union of Brunel Students reserves the right to charge. Internal private and external private bookings will incur a charge, details of which can be found in the pricings section of this document.

Bookings are to be managed through the Union of Brunel Students Event Form which can be found [here](https://www.emailmeform.com/builder/form/QkbijFCu7J673RaUNAob).

**1**The Isambard Studio denotes the 1st floor of the Isambard Social Amenities Building.
**2** Internal private hires are classed as bookings made by an individual or group with no association with an affiliated Union of Brunel Students Club or Society but does hold a valid University Student/Staff Identification Card.
**3**External private hires are classed as bookings made by an individual, group, or organisation that does not hold a valid Student/Staff identification.

**Terms and Conditions of Hire**

These are the Terms and Conditions of hiring the Isambard Studio. All Terms and Conditions must be adhered to. Persons responsible for hiring must comply with any instructions issued by the Union of Brunel Students. The Union of Brunel Students reserves the right to vet all external hires for suitability prior to confirming any bookings.

The Union of Brunel Students reserves the right to ban or fine any hirer(s) that misuse the Isambard Studio in accordance with the above regulations. If any clubs or societies are seen to be breaching the below Terms and Conditions their remaining booking(s) for the applicable academic Term will be revoked, further bookings may also be restricted dependant on the severity of the offence.

If any internal private or external private hirers are found to be violating the terms and conditions set out in this document, they will face a £50 fine and will be liable for paying the full amount of any damage caused. If these conditions aren’t met, they may face being barred from further use of the facility.

For specific term and conditions relating to Summer School(s) using this facility please refer to *Appendix A*. These conditions are in ADDITION to the entirety of this document.

The Union of Brunel Students also reserves the right to cancel or amend Bookings and Terms and Conditions at any time without prior warning.

**Booking Allocation**

Bookings for the Isambard Studio will be accepted at the start of each academic year. Bookings will be reviewed at the end of each academic Term in order to assure that space is allocated fairly, during these reviews previous bookings may be cancelled or altered in order to grant space for alternative bookings. A booking accepted in Term 1 does not guarantee the hirer that same time slot for following academic Terms.

Sports Club bookings will be made via the Sports Administrator prior to the beginning of the academic year using the club training booking form [here](https://www.emailmeform.com/builder/form/k6rHefR1e6qYmd6IV2Lpd7dbv).

Once the academic year has begun, an email should be sent listing the activity taking place, the preferred date and time slot, and a statement of responsibility for having read and understood the terms and conditions of this document.

Society bookings must be made through the official Event Form [here](https://www.emailmeform.com/builder/form/QkbijFCu7J673RaUNAob).

The Event Form will then be processed by the Societies Administrator who will contact the relevant party once the bookings process is underway.

All club and society bookings will only be accepted when made through an elected club committee member.

Internal private and external private bookings will only be accepted through the official Event Form [here](https://www.emailmeform.com/builder/form/QkbijFCu7J673RaUNAob).

Internal private and external private bookings will incur a charge, as per the below prices section.

Booking fees may be waived by the Union of Brunel Students for supported charitable organisations; this will be decided on a case by case basis.

All bookings are expected to only have over 18s in attendance. If for any reason you are intending to have U18s in attendance, you must notify student activities at least 5 days in advance of your booking.

**Pricings**

In order to make a private booking (non-Union of Brunel Students club or society), pre-payment is required.

Bookings will only be confirmed when payment is received in full.

*Internal Private Hire*

£15/hour Inc. Vat (£12.50 + Vat)

*External Private Hire*

Standard rate of £200/day + Vat
Reduced rate of £150/day + Vat for block bookings over 30 days total

**Booking Process Flow Chart**

**Affiliated Sports Clubs**

Read Isambard Studio Booking Policy

Email Sports Administrator
Ryan.Creasey@Brunel.ac.uk
(elected committee members only)

Discus dates of hire and send a statement of responsibility for having read the Booking Policy

Receive booking confirmation

**Affiliated Society**

Read Isambard Studio Booking Policy

Fill out Event Form
(elected committee members only)

Discus dates of hire and send a statement of responsibility for having read the Booking Policy

Receive booking confirmation

**Capacity**

The capacity of the facility varies depending on the type of usage.

Active – 0.5m2 = 1 person
Seated – Floor plans available for a range of seating options (isle in middle etc.)

**Accidents**

If an accident occurs during the hours of hire please report the incident to Student Activities via the following email address, Student.Activities@brunel.ac.uk and also follow the University’s Accident and Near Miss Reporting System [here](https://intra.brunel.ac.uk/safety/accidents/Pages/AccidentReporting.aspx#!/).

Please report all incidents and include details of the accident so protocols can be put into place to minimise the risk in future.

If you require medical attention during your hire please contact the Brunel Security Office -
+44 (0)7393 886708 – They are able to send first aiders to the facility and can assess the incident to see if any other assistance is required.

**In the case of a severe medical emergency** please firstly contact the emergency services, and use the following address; **Brunel University London, Isambard Complex, Station Road Entrance.**
Please then contact the Brunel Security Office to ensure the relevant access is available.

**Fire Safety**

The hirer shall ensure that Brunel University London’s Fire Safety Policy is adhered to at all times. The hirer is responsible for performing all pre-usage checks to ensure the safety of all those using the Studio during the hire. The ‘General Fire Safety Policy’ is stated below.

Before commencing the hire please familiarise yourself with the fire safety equipment, this includes the marked fire escape and fire extinguisher.

The fire escape is located on the far left wall when entering the facility; the fire extinguisher is located adjacent to the fire escape door and should not be moved for any other reason than a genuine threat of or actual fire.

You must not block the fire exit or cover the trenching heating system at any time.

If there are any identifiable issues with the fire escape or extinguisher please exit the facility and contact Brunel security immediately on +44 (0)1895 255786

*General Fire Safety Policy*

Brunel University London is committed to reduce risk and protect relevant persons in case of fire in and around its premises. In addition, Brunel accepts responsibility placed upon it to protect relevant persons by implementing general fire precautions and other fire duties introduced by the Regulatory Reform (Fire Safety) 2005 (The Order).

Brunel shall ensure where there is a shared occupancy the Responsible Person(s) shall co-operate, share information and collaborate to provide preventative and protective measures.

Brunel shall ensure adequate financial provision for precautions to be put in place *where necessary* and to the extent that is reasonable and practicable in the circumstances of the case.

Brunel shall identify the Responsible Person from its premises and activities to ensure compliance with the Order, who shall appoint one or more competent persons to assist and carry out the relevant preventative and protective measures, as outlined in The Order.

The Responsible Person shall ensure Fire Risk Assessments are conducted which focuses on the safety in case of fire of all relevant persons and ensure Fire Safety arrangements are in operation that:

* Provide an effective means of escape, effectively maintained and kept clear at all times throughout the Campus buildings;
* Provide employees and students with clear and relevant information on the risks to them, the measures taken to prevent fires and adequate fire safety training; where applicable;
* Ensure fire procedures operate effectively in the event of serious and imminent danger to relevant persons and identify Fire Marshals to implement those procedures and inform and instruct relevant persons concerned;
* Ensure that the premises and any facilities, equipment & devices provided are subject to a suitable system of maintenance and are maintained in efficient working order and in good repair;
* Ensure where a dangerous substance is present, that risk related to that substance is either eliminated or reduced so far as is reasonable practicable. In addition, ensure that there are additional emergency procedures to safeguard all relevant persons from an accident, incident or emergency related to dangerous substances in or on the premises; and
* Ensure that responsibilities for short-term hire, leasing and shared use are established as part of the contract of hire to ensure that both parties can comply with the Order.

**Health & Safety**

All users of the facility are expected to use the facility in a safe manor to ensure that all users remain safe throughout all activity.

All electrical equipment used in the facility as part of the activity must be PAT tested. If you notice any equipment in the facility that isn’t PAT tested, then you must notify Student Activities (student.activities@brunel.ac.uk).

Only use the facility’s equipment if you know how to use it safely. If you need to use the equipment and are unsure of it’s safe use, please contact Student Activities.

Only use suitable equipment for the facility and activity that you are taking part in.

If you notice any damage to equipment, or the facility, or any other issues with facility, then you must report this to student activities.

**Disability & Access**

The Isambard Studio is accessible via a lift from the ground floor of the Isambard Social Amenities Building. If there any issues with accessibility during your hire please contact campus security.

**Security**

The Brunel University London campus security will be responsible for patrolling this facility 24/7. If you’re questioned about your usage of the Isambard Studio please be prepared to show your booking confirmation email.

If you have any issues or concerns regarding security during your hire please contact;
+44 (0)1895 255786 or visit the Brunel Security Office located within the Wilfred Brown building

**Consumption of Food**

The consumption of hot food is strictly prohibited in the Isambard Studio.

Equipment that is capable of cooking or reheating food in any capacity may not be used within the Isambard Studio facility.

Cold food may be consumed with prior consent from the Union of Brunel Students. If food is consumed it is the hirers responsibility to ensure the Studio is left in a clean and presentable state.

**Consumption of Drink**

The consumption of alcohol is strictly prohibited in the Isambard Studio, unless specific permission is granted by Student Activities.

Hot drinks may be taken into the Isambard Studio, but they must be carried in a vessel with a secured lid. Equipment that is capable of making hot drinks in any capacity may not be used within the Isambard Studio facility.

Soft drinks may be consumed without prior permission, however if drinks are present it is the hirers responsibility to ensure the Studio is left in a clean and presentable state.

**Facility Contacts**

If your booking is during work hours (Monday – Friday, 9:00 – 17:00) and you need to contact someone regarding the hire or the facility please use the below numbers;

*Union Contacts*

|  |  |
| --- | --- |
| Union Reception | +44 (0)1895 269269Union.Reception@brunel.ac.uk  |
| Sports Administrator | +44 (0)1895 266061 |
| Societies Administrator | +44 (0)1895 267813 |
| Student Activities Mobile  | +44 (0)7443 802344 |

If your booking is outside of working hours, then please use the below number:

*University Contacts*

|  |  |
| --- | --- |
| Brunel Security Office | +44 (0)1895 255786 (available 24/7) |

**Appendix**

*Appendix A –* Summer School Specific Hire, Terms & Conditions

**Summer Schools Specific Hire, Terms & Conditions**

* Summer School staff must be present at the start and throughout the event at all times.
* Summer School Students will not be allowed to leave the venue unless given permission to do so by the group leader, they then must be escorted home.
* Summer School Staff are wholly responsible for the young people whilst in the venue.
* All students must wear their identity lanyards to gain entry to the event and throughout to assist with identification.
* Soft drinks may be consumed within the Isambard Studio, however the facility must be returned in a clean, tidy and organised manner in which it was supplied.
* Any damage to the venue must be reported to a Union of Brunel Students member of staff.
* All accidents are to be dealt with by the Summer School’s members of staff using their own first aid kits.
* All accidents are to be reported to a Union of Brunel Students member of staff, with details of how this accident happened- no personal information of the injured is to be supplied to the Union of Brunel Students as we will not be held responsible for this data collection.
* Union of Brunel Students will record no personal data of who enters our venue; this will be the sole responsibility of the Summer School.
* At no time are any Union of Brunel Students staff or contractors responsible for any Summer School pupils or staff.
* All Summer School Staff/Student should be made aware of the Fire and Emergency evacuation procedure listed in this document.
* All spillages are to be cleared and cleaned up effectively straight away.
* No access to the Isambard Studio store cupboards, changing rooms, or 2rd floor prayer room by any Summer School staff or pupils at any time.