

Student Group Storage and Equipment Policy

1. Opening Statement:

- 1.1 *Activities and Volunteering Department is committed to ensuring all affiliated Student Groups can utilise areas of the Percy Gee building to store their equipment throughout term time*
- 1.2 *If a Student Group breaks this policy, a full investigation will be carried out in line with the Student Group disciplinary procedure outlined in the Student Group Constitution*

2. Policy Scope

- 2.1 This code of conduct applies to all affiliated Student Groups (including Team Leicester) that fall under the jurisdiction of the University of Leicester Students' Union Activities and Volunteering Department
- 2.2 This policy does not form any part of the Students' Union constitution and may be amended at any time. Prior notice will be given where possible, but it is not necessary.
- 2.3 This policy is in addition to the Students' Union Student Group Constitution and any other policies and documents held by the University of Leicester Students' Union which refer to Storage and equipment (including but not limited to 'The Students' Union Student Group Storage/Access Agreement')

3. Aims of the Policy

- 3.1 To promote an awareness of how Student Group's should utilise their privilege to store equipment in the Percy Gee building

4. Food Storage Policy

- 4.1 Student Groups must **not** store food (including tinned or packaged goods) or any other perishable good in the storage. If food is found, the Activities and Volunteering Department will issue a two-day notice period to the committee before disposing of goods; further failure to comply with these guidelines may result in the loss of access to the storage room.

5. Student Group Responsibilities

5.1 Equipment

- 5.1.1 All equipment shall be treated with respect and **stored properly with labels of the group's name**
- 5.1.2 All equipment must be returned to the Student Group at the end of each academic year, unless a prior agreement has been made with the Student Group and/or Activities and Volunteering Department
- 5.1.3 All items must be added to the Student Group inventory by the committee.
- 5.1.4 It is the committee's responsibility to arrange PAT testing of all electrical equipment after expiration of warranty through the Activities and Volunteering Department. Failure to do this will result in the equipment being withdrawn for use
- 5.1.5 All equipment purchased by the Students' Union on behalf of a society remains the property of Students' Union
- 5.1.6 Where relevant, faulty equipment shall be reported to the Activities and Volunteering Department as a matter of urgency and the equipment must be clearly labelled as 'Faulty – do not use'. Labels will be available from Activities and Volunteering Department.
- 5.1.7 Any equipment that is deemed to have been misused/mistreated will be repaired/replaced at cost to the Student Group at the discretion of the Activities and Volunteering Department.
- 5.1.8 Specialist equipment should not be used and/or purchased until a detailed risk assessment has been outlined and sent to Activities and Volunteering Department.
- 5.1.9 The Activities and Volunteering Department reserve the right to request the return of equipment at any point if it has been purchased by the Students' Union

5.2 Inventory of Equipment

- 5.2.1 An annual equipment inventory should be submitted to the Activities and Volunteering Department team; any missing equipment should be reported to the Activities and Volunteering Department
- 5.2.2 Detailed usage, wear and tear of equipment must be recorded within the inventory.

- 5.2.3 All equipment should be listed on the inventory and details provided as to its storage location e.g. the Students' Union or a committee member's house
- 5.2.4 Societies will be responsible for informing the Students' Union if they no longer require equipment and the Students' Union will make a decision if the equipment is disposed of or repurposed for another Students' Union service or function

6. Out of working hours access

- 6.1 In some cases, Student Groups may need to access parts of the student group storage out of operating hours. If this has been agreed with the Activities Development Coordinator, the student group committee agrees to issue any given access codes **only** to the members of the committee
- 6.2 If it is found that the group has given another group or member access to the building, the group will receive a penalty and storage privileges will be removed. If other members of the Student Group must access the building, please inform the department by unionactivities@leicester.ac.uk

7. Damage

- 7.1 If it is found that the aforementioned group has damaged any storage locations issued to them by Activities and Volunteering Department in the Percy Gee building, a charge covering the cost of repair will be imposed, along with the right to store items in Union storage removed

8. Keys

- 8.1 In certain circumstances, per agreement and arrangement of the department, a Student Group may be allowed or required to have a key for their storage, provided that they are the only group that uses it. The committee **must** return the key at the end of the academic year and accept that, if the key is lost, the cost of a new one will be taken from their fundraising account. If this is the case, the Student Group will be informed of this charge.

9. Maintenance

- 9.1 During Term 3 and the Summer Period of every academic year, the Student Group should review all of their equipment, checking the condition and whether they want to retain it. The storage facility should be cleaned and organised and any unwanted items should be disposed of properly i.e. recycled or put in landfill. Items can be removed by the staff team if they are not labelled or properly stored; if you need support for disposal, please contact the Activities and Volunteering Department for further arrangements at least 1 week before.