**Media Hub Usage Agreement**

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**Agreement**

**Governance, regulations**

**and procedures for**

**societies**

The media hub is to be used for the purposes of the NTSU Media/student Groups. NTSU Media/Student groups are not authorised to agree to any other business, union, university activity or personal project-taking place at the premises without the express written permission of NTSU. NTSU will ensure that the media groups are informed of any additional activity that NTSU has planned for the media hub.

Each media group will appoint a named student and a deputy named student and supply their contact details in order that they can be responsible for the implementation of this agreement.

The named contacts are:

NAME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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EMAIL\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

MOBILE NO\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NAME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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EMAIL\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

MOBILE NO\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

You must notify NTSU immediately should any of these details change.

No media/student groups will be allowed to make use of the premises until their committee members have signed a copy of these conditions.

Use of the premises is subject to the conditions below.

# **Health and Safety**

Students will be responsible for ensuring that good housekeeping and health and safety practices are maintained at all times.

* NTSU will supply a risk assessment. The media groups will ensure that all their members are aware of its contents and adhere to the control measures;
* All media group members must receive an induction before using the facilities at the premises;
* All fire escapes must be kept clear at all times;
* All rubbish must be regularly removed from the premises and disposed of correctly;
* All equipment must be stored safely and under no circumstances should be kept on the floor;
* Obsolete and broken equipment should be removed from the premises and disposed of appropriately;
* Members are not permitted to carry out any internal works whatsoever to the premises without the express written permission of the NTSU President or CEO. This includes internal decoration and electrical work of any kind;
* Smoking is not permitted on the premises under any circumstances;
* Media groups will only be granted access to the space if the correct room booking process has been followed;
* Students must vacate the media hub by 11pm or in exceptional circumstances earlier if asked by a member of NTSU staff. Any groups wishing to stay later must seek prior permission from VP societies;
* NTSU will be notified promptly of any repairs or health and safety issues;
* The media hub will be subject to a regular weekly inspection and any requests from the NTSU member of staff conducting the inspection must be adhered to within 24 hours.
* No food or drink to be consumed in the media hub
* Media/Student groups must leave the building immediately in the event of a fire alarm. Failure to do so constitutes gross misconduct. (see sanctions section)

# **Security and Insurance**

Students will be responsible for ensuring that the premises are kept secure at all times and for ensuring that insurance conditions required by NTSU are adhered to.

* The entrance door must not be left open.
* NTSU will ensure that appropriate insurance cover is in place for the media groups’ equipment, however failure to ensure that insurance conditions are maintained may mean that it is not possible to replace any lost or stolen equipment;
* Students will have due regard for other occupiers of the building and the safety and security of their staff and equipment;
* The Media Groups/Student group will immediately inform NTSU in the event that any locks are broken or ineffective or if security is compromised in any other way by e-mailing the President, CEO or House Services Manager out of hours or calling them in office hours;
* The Media Groups/student groups must not enter into any agreement with any other party relating to the use, service or utilities of the premises or the services at the premises.

# **Activities**

The premises are provided to further the activities of the NTSU Student groups. These activities include: Production, editing, publishing and broadcasting of media content; The premises must not be used for:

* Planned or impromptu media/student group social events;
* Storage of equipment not related to the media/student groups;
* Academic work;
* Work or meetings for any group not related to NTSU;
* Any other social or residential purpose;
* Any business, residential or other activity not related to the NTSU media/student groups.
* Meetings directly related to the planning, delivery and evaluation of the media groups’ activities; (this can be done in a meeting space)

NTSU reserves the right to ask Media/student groups to vacate the media hub at any time without giving a reason or to remove access to the media hub for named students.

# **Sanctions**

Failure to adhere to the conditions outlined above will be dealt with as follows:

* In the event of a minor breach, the named person of the relevant media/student group will be asked verbally to deal with any issues within an agreed time scale;
* In the event of a more major breach or repeated minor breaches a formal written request to deal with any issues will be sent to the relevant media/student group with an agreed timescale for correction;
* In the event that the premises are used in a way which constitutes gross misconduct or brings NTSU into disrepute or that a written request has not been adequately addressed NTSU may withdraw the use of the media hub for a limited period or indefinitely, subject the relevant members of the media group to the union’s disciplinary processes or in particularly severe cases inform the university so that they may consider disciplinary action. And finally:
* These rules are designed to be read in addition to other rules set out by NTU and NTSU which govern the conduct and behaviour of students.

I have read and understood the information above and accept that these are the conditions under which. Society is being given use of the premises.

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name