

Use of metric

A note by the Deputy President (Clubs & Societies) and Operations Manager

Background

Metric, the new nightclub space was completed in November 2010. The furniture, sound and lighting is at the cutting edge of nightclub technology. It was anticipated that Metric would solely be used as a commercial outlet, largely because of the 'delicate' and 'valuable' nature of the fittings and equipment. It was not designed with non-commercial or general student activities in mind.

It has become apparent that there is a real need for the space to be maximized as a venue. The space lies fallow for much of the daytime hours, weekends and certain evenings, it has been highlighted that the space could be used for certain types of Student Activities. Currently use of the space is undefined beyond the We Are Metric scheme; this paper seeks to clarify the Union's position.

Clearly by virtue of its design Metric is well suited to performances, particularly live music, cultural performances and DJ Events. This document aims to highlight a booking system that maximizes the use of the space, while protecting it as a valuable asset.

Proposals

For the purpose of booking Metric the following hierarchy will apply, and booking is will be made in this order:

- Every day activities
- Central Union Event
- We Are Metric
- Performance event
- Non-performance event

All other meeting facilities and student activity spaces in the Union which are requested by Clubs, Societies & Projects are booked through a request system managed via the Student Activities Centre. It is proposed that for Performance and Non-Performance events this system is used, for others the Commercial Services Department will book the space directly, as explained below.

Every day activities

Every day events occur within Metric and must be recorded in the booking systems to avoid clashes. This includes, but is not limited to cleaning (particularly on Monday and Thursday mornings), and Metric's use as a social space during the lunch break (12.00-14.00). These activities should be booked at least a year in advance; responsibility for making these bookings is that of the Commercial Services Department (and in particular the Events & Promotions Manager).

Central Union Events

Generally a Union Entertainments event, although this may include social events, leaving parties and commercial lets of Metric. These events are generally held on Wednesday and Friday evenings in term time. These events can be booked up to a year ahead, along with all sound checking and setup requirements. Responsibility for making these bookings lies with the Union's Commercial Services Department (and in particular the Events & Promotions Manager).

This is a joint event between a Club, Society or Project and the Central Union. These events are pre-arranged in termly batches, via application to the Ents Committee. Generally between two and six months advance booking will be given depending on the term, and the events will generally take place on a Tuesday, Thursday or Saturday evening.

As joint events these activities require no formal training to be given to the organizers from the Club, Society or Project as they will be supported by Central Union Staff. We Are Metric Events are approved by the Deputy President (Finance & Services) along with the Entertainments Committee, with practical resources, bookings and arrangements made via the Commercial Services Department (and in particular the Events & Promotions Manager).

Performance Events

This is an event where a Club, Society or Project requires use of Metric for a performance style event using the installed sound and lighting equipment which is outside of the bounds of the We Are Metric scheme. This also includes rehearsals requiring use of the same equipment. This type of event is intended as being internal to the Club, Society or Project where only members attend. It should not require use of the bar or door/stewarding staff.

Nominated member(s) of the Club, Society or Project must have undertaken training to use the sound and lighting equipment. An agreement must be drawn up and signed by the DPCS or Operations Manager, the trained nominated member(s) and Chair of the Club, Society or Project. A fine of up to £450 will levied against the Club, Society or Project for any damage caused to the sound or lighting equipment or fabric of the nightclub during the event. This fine will be considered summary punishment under the Union Disciplinary Policy and is subject to appeal.

The Commercial Services Department (and in particular the Events & Promotions Manager) is responsible for providing suitable training opportunities for use of the sound and lighting equipment in Metric at intervals throughout the academic year.

Clubs, Societies & Projects may request use of Metric for a Performance Event through the normal online one-off room request system which opens in the final week of the preceding term. Requests will be administered by the Student Activities Centre in the normal way; they will automatically be passed to the DPCS for approval through this system. Priority will be given to Performance Events over Non-Performance events where practicable.

Non-Performance Events

Metric is not suitable for certain activities, these include but are not limited to martial arts and sporting (both ball sports and others such as parkour and fencing) activities. Dancing is permitted, as are meetings, discussions and debates. All activities should consider the dimensions of the space, surface finishes and low light levels. All activities should be risk assessed; the DPCS has the power to veto any requests for use of the space.

A fine of up to £450 will levied against the Club, Society or Project for any damage caused to the sound or lighting equipment or fabric of the nightclub during the event. This fine will be considered summary punishment under the Union Disciplinary Policy and is subject to appeal.

Clubs, Societies & Projects may request use of Metric for a Non-Performance Event through the normal online one-off room request system which opens in the final week of the preceding term. Requests will be administered by the Student Activities Centre in the normal way; they will automatically be passed to the DPCS for approval through this system.