

### **Annex: Space Agreement**

All space is College space.

Areas allocated to ICU have been provided for the furtherance of the social, cultural and welfare activities of the College's students, together with other areas in the College where the Union may carry out trading activities.

The College will at all times endeavour to preserve and augment the areas used for student activities. However the College may, after consultation with the ICU, alter, withdraw or limit the use of such areas if it is reasonable to do so in the wider interests of the College. In such cases, the College will endeavour to find suitable alternative space if it is possible so to do.

Any requests by the ICU, its Constituent Unions and/or its clubs, societies, projects and other affiliated bodies, for the allocation or use of additional space in the College which is not part of a Faculty or academic Department or Division, should be made by the ICU President or the ICU Managing Director to the College Secretary or to such other officer as the Provost may designate.

In addition, the ICU will be permitted to use other areas in the College, for sporting, recreational and cultural activities, although these will remain the management responsibility of the College and may from time to time be varied, following consultation with the ICU, according to the changing needs of the College.

The ICU will continue to be provided with office space in each of the Faculties and the other campuses for its Constituent Unions.

Those areas which are identified for use primarily or solely as areas for student functions will be let by the ICU to its clubs, societies, projects and other affiliate bodies on the understanding that they abide by current rules laid down by the College and this agreement.

The College's Facilities and Property Management Division and Building Projects Division will provide support and guidance to the ICU.

The allocation to and use of space by the ICU, its Constituent Unions and/or clubs, societies, projects and other affiliated bodies shall be subject to the College's Property Rules, which are published by the Facilities and Property Management Division. In accordance with these Rules, the allocation, use and modification of space shall be subject to inspection and approval by College officers, as appropriate, including:

- a. **Facilities Management Division**. The Facilities Management Division:
  - Must authorise all physical alterations to space, other than simple redecoration in accordance with College Project Management Procedures.
  - Must be notified of any change in the allocation and/or use of space so that this can be recorded on the College database.
  - Will exercise control over the repair and maintenance of the fabric of buildings and building services.
- b. **Security**. For access control and the security of persons, equipment and buildings.
- c. **Chief Fire Officer**. For compliance with fire legislation.

- d. **Safety Department**. For compliance with health and safety legislation.
- e. **College Secretary**.
- f. **Director of Finance**. In connection with insurance requirements, value for money studies and the like.

In areas under the management control of the College which are used for student activities, the ICU shall not permit any alterations to the internal structure or decor, other than the temporary displacement of furniture.

The allocation, use and modification of space used by ICU for commercial purposes shall be subject to consultation between the Director of Commercial Services and the ICU, for the consideration of the impact on and interaction with the College's commercial activities..

The Director of Commercial Services shall, vice versa, consult with the ICU President and ICU Managing Director regarding changes to the College's Commercial Services allocation and use of space for the consideration of the impact on and interaction with the ICU Commercial Services and Retail Services.

Space shall be divided into five categories.

Consumption of alcohol is prohibited in College spaces other than where licensed by the ICU or where served by College Commercial Services. Variations to this must be agreed in advance by the Director of Commercial Services.

## **CATEGORY 1**

### **Space for which the ICU is fully responsible**

For these areas the College accepts the responsibility for the maintenance and decoration of the external fabric of the buildings and for the maintenance of the main building services and provides them free of rent and makes no charge for utilities. It is the responsibility of the ICU to plan, carry out and fund all other works and services.

#### **The Union Building**

Beit Quadrangle, including the East and West Basements , South Kensington Campus.

ICU may occupy the Union Building and other areas herein identified in order to fulfil its legitimate role and may allow outside organisations to use the whole or parts of it for any legitimate purpose in compliance with College regulations and codes of practice. It may retain the whole of any fees or rental charged for these activities, save that any such activity shall be for the benefit of the student community as a whole and nothing shall be done that may interfere with the functions of other parts of the College and due regard shall be paid to the College's relations with its neighbours.

## **CATEGORY 2**

### **College space in other buildings for which ICU has management responsibility**

For these areas the College accepts the responsibility for the maintenance and decoration of the external fabric of the buildings and for the maintenance of the main building services and

provides them free of rent and makes no charge for heating and lighting. ICU has management responsibility for these areas and is responsible for all other services.

The ICU Shop and Associated Storerooms

Level 2 Walkway, Sherfield Building and Rooms 224A (store), 220 (back stage store), 219 (Ante Room), [w1] South Kensington Campus

The ICU Newsagent

Level 2 Walkway, Sherfield Building, South Kensington Campus

C&GCU Kart Club Garage

Skempton Building, South Kensington Campus

Underwater Boat Store

Harlington Sports Ground

RSMU Clem Garage

Chemical Engineering, South Kensington Campus

RCSU Jez Garage

Chemical Engineering, South Kensington Campus

C&GCU Bo Garage

Adjacent to Chemical Engineering, South Kensington Campus

ICSMSU Offices

Rooms G22 and G23, Sir Alexander Fleming Building, South Kensington Campus

Common Room

Room G24, Sir Alexander Fleming Building, South Kensington Campus

CGCU Office

Rooms 340 and 341, Mechanical Engineering, South Kensington Campus

RCSU Office

Rooms 214D, Sherfield Building, South Kensington Campus

RSMU Office

Room 3.31A [w2], Royal School of Mines, South Kensington Campus

The Bar and Associated Rooms

Rooms G32, G33, LG12, Reynolds Building, Charing Cross Campus

**CATEGORY 3**

**Space for which the College has management responsibility but of which the principal user is the ICU.**

Junior Common Room

Room 212, Sherfield Building, South Kensington Campus

During term time ICU shall determine the use of the JCR for student-related activities, with the exception of the area set out by College Commercial Services to be used for seating and refectory services between 9.00am and 5.00pm on weekdays. During vacation times the whole of the JCR shall be used by the College for refectory or other purposes.

Common Room

Room G13A, Reynolds Building, Charing Cross Campus

Common Room

Room SB27, Hammersmith Campus

Kitchen

Room SB25, Hammersmith Campus<sup>[w3]</sup>

Common Room

Rooms 117, 118 and 119, Silwood Park Manor House, Stable Yard

Ethos

Prince's Gardens, South Kensington Campus

Harlington Sports Ground

Putney Boat House

Teddington Sports Ground

The Mountain Hut

Snowdonia

Dance Club Store Room

Adjacent to Junior Common Room, Level 2 Sherfield Building

STOIC transmission room

Adjacent to Junior Common Room, Level 2 Sherfield Building

Music Store Rooms

Rooms 2.19 and 2.20 at rear of Great Hall, Sherfield Building, South Kensington Campus

The Music Room

Room G06B, Reynolds Building, Charing Cross

Gymnasium and Associated Rooms

Rooms LG07, LG24, LG24B, LG24A - D and LG30, Reynolds Building, Charing Cross Campus

Gymnasium

Room B103, St Mary's Research Building, St Mary's Campus

The Multi-gym

Silwood Campus

C&GCU Storage Room

Level 1, Mechanical Engineering , South Kensington Campus<sup>[w4]</sup>

EE Society Office

Room 201, Electrical Engineering, South Kensington Campus

ChemEng Society Office

Room 203A, Chemical Engineering, South Kensington Campus<sup>[w5]</sup>

ICSMSU Offices

Rooms B99, B98, B101 and B101A, St. Mary's Research Building

ICSMSU Offices

Rooms LG10 and LG11, Charing Cross Campus<sup>[w6]</sup>

Temporary storage containers based at Harlington Sports Grounds and at Imperial West.

#### **CATEGORY 4**

**Departmental space which is the management responsibility of the Department/ Division, but which is allocated to the Union for use by agreement between the Union and the Department concerned.**

**The Department shall be responsible for the management and maintenance of the main building services, fabric, fixtures and fittings of the rooms concerned. The Union shall manage and own all removable furniture and items not forming part of the fabric of these rooms.**

Access to space:

Departmental space will normally be available for student groups where it is not already booked for other purposes. Use of space shall be approved in advance by the Department, Union and Security.

Periodically departments will be asked to review an agreement with the Union on which spaces can be used by student groups, for what purposes (eg dancing, music, meetings) and in which spaces food may be consumed. Departments will be asked to nominate spaces which may be allocated by Security (if available) in the instance of an unplanned situation.

Departmental space used for student activities shall only be requested via the Union space request system and requests shall normally be received at least 2 weeks in advance.

Departments may not ban student groups from their spaces without either:

- The agreement of Imperial College Union, or:

Permission from the Deputy Rector who shall settle disputes. If a ban is imposed as a result of misconduct of a student group, the ban will apply only to that student group and shall be for a period not normally exceeding the remainder of the academic year.

All disputes regarding appropriate space use concerning furniture, food or other issues relating to considerate usage shall be reported to Imperial College Union in the first instance who shall have responsibility for disciplinary measures as necessary (except as above).

Student groups may host external attendees as desired without incurring Conferencing costs. They shall be encouraged to use Conference catering.

Use of space:

Student groups must return spaces to their original configuration and condition after use.

Any additional cleaning costs borne by the College should be charged to the appropriate Union group

Student groups must leave spaces promptly at the end of their booking and in any case by 10:45 pm at the latest.

Guest speakers shall be approved in line with the relevant College and Union policies.

Food shall be permitted only in explicitly designated spaces within each Department. Where food is sourced externally (excepting pre-packaged, shop-bought food) caterers must be approved in advance by Imperial College Union.

Only hand-held, cold finger-food is permitted. If wet, hot food is requested Conferences and Facilities Management must be contacted and shall in any case only be permitted in the designated catering spaces.

Student events shall follow all relevant Codes of Practice set out by the Fire Office and breaches shall be reported to Imperial College Union who shall have responsibility for disciplinary measures as necessary.

All activities taking place in College space shall have a corresponding Risk Assessment held and approved by the Union.

Events may require marshalling which is subject to guidelines agreed with the Chief Fire Officer

Charges for events may be made by the student group to participants.

Events of a careers nature are subject to guidelines agreed with the College Careers Advisory Service.

Spaces controlled by the conferences spaces shall be used in accordance with the Clubs, Societies & Projects Booking Conditions agreed by Imperial College Union and the Conference Office.

Advertising

Events advertised via means internal to the student group only (eg a mailing list or a closed facebook group) shall not normally require marshalling.

Events advertised using College/Union property or College/Union web services, open to non-members, shall require marshalling.

Events advertised externally eg listing websites and external publications shall first undergo an approval process including the College Secretary. They shall require marshalling.

## External attendees

External attendees must either be known to a College member or be included on a written guest list upon entry to a venue.

Where more than 100 external attendees are expected, the Facilities and Property Management Division shall be contacted to ensure appropriate support is provided. Any cost for this shall be covered by the student group, though it may be waived where the Facilities and Property Management Division deem this appropriate.

### Unusual circumstances

The first point of contact for student groups shall be Security who shall follow a protocol agreed with Imperial College Union to resolve the issue.

Departments shall be asked to nominate spaces which may be allocated (if available) by Security in the event of an unplanned situation occurring out of hours, eg non-functional AV equipment or an unacceptable space condition. Security shall direct groups to these spaces where necessary.

Where an event becomes disruptive or dangerous, in most cases a student group shall first receive a warning from a member of the Security team. In more serious cases or where the situation is not resolved, Security shall shut down the event, requiring all attendees to leave the premises. The student organiser(s) shall be permitted to stay until they have collected their belongings and returned the space to its correct state. Where this occurs, it shall be reported to Imperial College Union as soon as possible.

### References to detailed protocols, agreements and processes

<b>Subject(s)</b>	<b>Agreed by Union with whom</b>
Spaces which can be used and for what	Departments
Spaces in which food may be consumed	Departments
Spaces for used in unplanned circumstances	Departments
Approval of guest speakers	Security, College Secretary
Marshalling	Chief Fire Officer
Events of a careers nature	Careers Advisory Service
Use of Conferences spaces	Conference Office
Events advertised externally	Communications
Events with greater than 100 external attendees	Facilities Management
Unplanned circumstances	Security

## **CATEGORY FIVE**

### **College space not covered by any other category.**

Including (this is not an exhaustive list):

Queens Tower Rooms

Senior Common Room

The Great Hall

Seminar and Learning Centre

These spaces shall be used in accordance with the Clubs, Societies & Projects Booking Conditions agreed by Imperial College Union and the Conference Office.