# **Slaidburn House Storage Guidelines**

## Storage Lead

Throughout this document there are references to the Storage Lead. In the first instance, this will be the Societies Coordinator. In their absence, this responsibility may be passed to the Student Engagement Manager.

Any additions to this will be approved by the Student Engagement Manager, VP Activities and LUSU Exec.

## Applying for Storage

Storage space is available in Slaidburn House for all LUSU Clubs, Societies and Sub-Groups. This space is free to use and is accessible 24 hours a day, 7 days a week. Space is shared between multiple groups and may be shared between 2 or 30 groups depending on what and how much you have to store.

If a group wants storage in Slaidburn House they will need to contact the Storage Lead. You will need to provide details of what you would like to store and the quantity of equipment you would like to store. We will then take you down to Slaidburn House to identify a suitable location for your equipment.

## Access to Storage

Once a location has been agreed, the group will have to complete the Slaidburn Storage Access Registration form and send the completed form to the Storage Lead. Access is available by Library Card to the building, so all members of the group who require access will need to provide their Lancaster University computer username. This is the username used to log onto a Lancaster University computer. Please only register access for those that need to have it and not all members of the group.

Once the completed form has been received, it can take up to 10 working days for access to be granted and library cards to be ready to use. Once registration is complete we will email you to inform you and give you details of access to your room.

For rooms with keys there will be one key available for the group to keep permanently and one key which the group is able to sign out from the LUSU Information Desk during working hours. If keys are misplaced or lost, a charge may be levied to the group in line with the terms and conditions of storage for a replacement keys and/or lock.

For rooms with a keypad, this code will be distributed to all members who have been given access to the storage space. The code will be changed regularly and new codes will be distributed to groups when this happens.

### New Execs

 If a group has storage, it is the responsibility of the group to complete a new form to allow access for new exec members. This will **not** be done automatically and can take up to 10 working days so please ensure that this process is completed as quickly as possible to allow for a swift changeover between execs.

### Adding/Removing Access

Access can be granted or removed by the group at any point during the year by completing a new Slaidburn Storage Access Registration form and sending this in to the Storage Lead. Even if members are already registered on the system please include them on this form again as the previous access list for the group will be removed and replaced with the new list taken from the registration form.

## Storing Equipment

All equipment which the group decides to store in Slaidburn is stored at the groups own risk as the space is shared amongst multiple societies. Please respect other groups’ equipment as you would like them to respect yours. If you have equipment which has to be stored securely please let the Storage Lead know so necessary arrangements can be made.

Groups are allowed to store equipment which is used by the group for the benefit of the group. This space is NOT to be used for storing personal equipment at any time. Items which cannot be stored include but are not exclusive to:

* Food or perishable goods unless approved by the Storage Lead and provided that they are protected from and do not attract vermin;
* Plants, birds, fish or any other creatures;
* Combustible, flammable, explosive or oxidising materials, liquids or gases e.g. petrol, oils, cleaning solvents, gas cylinders;
* Firearms, explosives, weapons or ammunition;
* Chemicals, radioactive materials, biological agents;
* Toxic waste, asbestos or other materials of a potentially dangerous nature;
* Any item which emits any fumes, smell or odour;
* Any illegal substances, illegal items or goods illegally obtained, including counterfeit goods, illicit (smuggled/counterfeit) tobacco, illicit alcohol, unlicensed medicines, unsafe goods (including toys, electrical items, cosmetics, fireworks);
* Compressed gases.

## Responsibilities

As the storage space is shared it is the responsibility of the group to ensure that their own space is kept clean and tidy and ensure they keep the communal areas clean. When groups leave the storage space it is the groups responsibility to ensure their space is locked. Any equipment lost/damaged as a result of the storage space being left unlocked will not be covered under insurance. When groups leave the storage space please ensure lights in your area are turned off.

Groups must not (and not allow other persons in their groups to):

* Use the space to do anything which may be a nuisance to other groups using the storage;
* Use the space as a work space for making or repairing items unless agreed with the Storage Lead;
* Spray paint or do any mechanical work of any kind;
* Attach anything to the internal or external surfaces of the spaces unless agreed with the Storage Lead;
* Allow any liquid, substance, smell or odour to escape from their storage space or any noise to be audible or vibration to be felt outside the storage space;
* Leave anything in or cause any obstruction in any passageway or any area of the storage space;
* Leave any waste or refuse that is created by the storing of your equipment.

Failure to remove rubbish or keep that space tidy may result in charges being applied to groups or removal of a group’s storage space entirely in line with the terms and conditions. When removing rubbish please remove rubbish to the bins behind Spar or in Furness College.

If any faults/problems are discovered within the storage space it is the groups responsibility to notify the Storage Lead of this fault/problem. If other groups are leaving a space in a mess please inform the Storage Lead who can notify the group about respecting the space they are in and if necessary distribute charges.

## Communal Areas

Communal areas of the storage space include the foyer and corridor areas, the kitchen and the toilets. These spaces are used by all groups. Please keep these areas clear of all rubbish resulting from groups storage activity. The communal areas are not for additional storage. Any items left in the communal areas may be removed and disposed of without notice.

When using the communal kitchen please leave this clean and tidy and leave it in a state that you would like to find it. Respect other groups property which is stored in this space and ensure all spillages are cleaned up.