

ICMP COMMUNITY AND GUEST USER AGREEMENT: 2022-23

ICMP is a highly regarded specialist provider of higher education within the subject area of contemporary music. It has a 35-year history, and it offers under- and post-graduate degrees to a cohort of approximately 1,000 students.

It has two campuses 1 B Dyne Road, Kilburn and 76-78 Salusbury Road, Queens Park both in the borough of Brent Northwest London.

The campuses include classrooms, recording studios, specialist music tech resources, practice spaces and a live music venue.

We ask that you submit your request **no later than 3 weeks** before your desired event. Whilst we may review late applications, we cannot guarantee support can be supplied.

ICMP students and staff have priority access for learning and teaching purposes, your request may be denied or altered to accommodate our delivery as a Higher Education provider.

Your request to access space will need to be emailed to the Community and Widening Participation Manager outreach@icmp.ac.uk

The Community Use Management Committee (the 'Management Committee') will receive your request and review the bookings calendar to decide if we are able to fulfil your request.

1) ICMP USE OF FACILITIES

ICMP's primary function is to enable and facilitate the learning of those students who attend ICMP courses. ICMP will therefore require the use of the facilities during normal working days during semester time for the provision of lectures and educational activities.

Students are also provided access to the facilities via a booking system for personal practice and study during our normal opening hours.

ICMP closes over the Christmas period, Easter weekend and Bank Holidays but operates generally throughout the year. During the summer months Postgraduate students (whose courses run for a calendar year and include a summer 'trimester') and summer school students are present at this time.

Priority in terms of the use of the facilities will always be given to the students of ICMP.

2) COMMUNITY USE OF THE FACILITIES

Certain elements of ICMP's facilities will be available for both educational and non-educational community use outside of its timetabled and regular activities and in consideration of the need to provide access to resources for student practice.

3) TYPES OF COMMUNITY USE

There are five types of available space for community use across both our campuses:

Kilburn Campus

- 1) **Lecture Room:** 209 lecture room is a multi-purpose space with removable seating and has a capacity of 50 people.
- 2) **Classrooms.** These are range of small-to-medium sized classrooms for group meetings and activities of up to 30 people.
- 3) **Live Rehearsal Rooms.** A range of small-to-medium sound proofed rehearsal rooms with a capacity of 15-30 people. Each room is equipped with Amps, keys, Drumkit, mic stands and a PA system.

Queens Park Campus

- 1) **Classrooms.** These are range of small-to-medium sized classrooms for group meetings and activities of up to 30 people
- 2) **The Venue.** Our venue space is a multi-purpose space with removable seating and has the capacity of 120 standing and 100 seated. Access to our lighting rig and PA system can be booked and requested at an additional fee.

All of these resources except The Venue are not self-contained users will share access to washroom facilities with ICMP staff and students.

Public access to both campuses is accessible with use of a lift to each floor, and our venue has an external ramp. The fourth floor at our Kilburn campus is not accessible which houses ICMPs offices.

This agreement does not cover access to 'specialist facilities' such as:

- Recording Studios
- Music production Rooms
- Music technology labs

Access to these resources may be provided at the discretion of ICMP, for example as part of a joint activity, but will always be under the control of ICMP.

4) TIME OF COMMUNITY USE

Semester Time: 26 weeks of the year from September to June annually

209 Lecture Room

Weekends	Saturday and Sunday	10.00 – 13.00
Weekdays	Two evenings per week	19.00 – 22.00

Classrooms

Weekends	Saturday and Sunday	10.00 – 13.00
Weekdays	Two evenings per week	19.00 – 22.00

Live Rehearsal Rooms

Weekends	Saturday and Sunday	10.00 – 13.00
Weekdays	Two evenings per week	19.00 – 22.00

The Venue

Weekends	Saturday and Sunday	10.00 – 13.00
Weekdays	One evening per week	19.00 – 22.00

Out of term time: 10 weeks of the year plus semester 3 which is 13 weeks from June to September.

209 Lecture Room

Weekends	Saturday and Sunday	10.00 – 18.00
Weekdays	One day per week	10.00 – 22.00

Classrooms

Weekends	Saturday and Sunday	10.00 – 18.00
Weekdays	One day per week	10.00 – 22.00

Live Rehearsal Rooms

Weekends	Saturday and Sunday	10.00 – 14.00
Weekdays	One day per week	10.00 – 22.00

The Venue

Weekends	Saturday and Sunday	10.00 – 18.00
Weekdays	One day per week	10.00 – 22.00

All the above in accordance with ICMP's annual closure dates and operational requirements.

Additional irregular and ad hoc requests for use for special events and occasions are welcome and will be reasonably considered by the Management Committee

5) RESTRICTIONS

A Community and Guest user agreement must be entered and signed to utilise space, this will require the organisations hiring the space to be a recognised community group and that an appropriate individual is named as the accountable person and coordinator of the activity. An appropriate member of staff from the organisation will be required to be in attendance for the full duration of the activity.

The group hiring the space will have to:

- Undertake responsibility for the safeguarding of any young people or vulnerable adults attending.
- Ensure that all staff have the appropriate vetting checks to work with young people and vulnerable adults.
- Ensure the health and safety of all persons at the event and follow ICMPs guidance on fire safety should a fire alarm sound.
- All attendees must sign in as guests of ICMP and adhere to our code of practice, security regulations, and health and safety procedures.

Age restrictions: Users under the age of 11 cannot access ICMP without being accompanied by a parent or guardian.

6) Counter-Terrorism and Security Act 2015

Under the Counter-Terrorism and Security Act 2015, ICMP has a statutory duty to have due regard to the need to prevent people from being drawn into terrorism. This includes responding to radical and extremist activity by third party organisations using ICMP's premises for non ICMP related activity.

All users will be required to be risk assessed through our External Speakers and Events process and a named contact identified for the purpose of monitoring and reporting.

7) ARRANGEMENTS AND CHARGES

Hire rates and charges are comparable with rates at public sector run community facilities in the local area.

Rate	Detail	Hourly	Half day 4hrs	Full day 8hrs
Standard Community Rate	Non-revenue generating community activity	£20	£70	£130
Charity events	Charitable community activity	£10	£45	£85
Local resident groups	Hosting of resident's groups and support	No charge	n/a	n/a

Additional technical support

Rate	Detail	Hourly	Half day 4 hrs	Full Day 8hrs
AV technician	FOH or equipment operative	£14	£56	£112
Specialist equipment	Charges available on request	n/a	n/a	n/a
Front of House	Attendee for event	£14	£56	£112
Porterage	Attendee for event	£14	£56	£112
Security	Attendee for event	£14	£56	£112

All bookings will be charged for front of house staff member who is a dedicated member of our team supporting your event.

STAFFING

ICMP will provide, at cost, all the required staffing to manage the community program and lettings provision that fall within our normal operating parameters. This will include personnel charged with the following responsibilities:

- Access arrangements
- Caretaking
- Security
- Cleaning and utility management

EQUIPMENT

Where practical and agreed, ICMP will provide basic equipment. This will be included in the hire cost, and a full inventory supplied. Specialist equipment will be charged separately and may require specialist staff to operate, an example being AV equipment. An extra and separate charge will be made for the hire of equipment, an example being specialist musical equipment. Please see such charges under Arrangements and Charges.

All non-ICMP equipment bought on site must be fully tested (such as PAT tested) and maintained and ICMP reserves the right to refuse items to be bought onto site which it deems to be unsafe.

RISK MANAGEMENT

Risk assessments will be completed by ICMP for all activities taking place on the site for which it is responsible. As part of its duty of care ICMP will also carry out appropriate risk assessments in advance of lettings to ensure that rooms/facilities to be provided meet the users requirements.

It will also operate a system of inspection of the facilities before and after each letting.

Organisations using facilities may be asked to complete risk assessments dependent on the activity and a copy supplied to ICMP in advance.