

Acceptable use of ICMP Facilities



The Institute
of Contemporary
Music Performance

Version number	Date approved (including committee)	Reason for production/revision	Author	Proposed next review date
V5.0	13/08/19 ExCo	Annual review	Facilities Manager	July 2020
Related policies				
<ul style="list-style-type: none">• Student Charter				
External Reference				
<ol style="list-style-type: none">1. UK Quality Code for Higher Education, Advice and Guidance: <i>Enabling student achievement</i>. ICMP has appropriate facilities to deliver a high-quality academic experience that are continuously monitored and regularly evaluated.				

1. Purpose

- 1.1. This policy defines ICMP's expectations and regulations regarding the use of its facilities.
- 1.2. Specific guidance on the use of specialist facilities is available on MyICMP.
- 1.3. ICMP has a responsibility to provide students with appropriate resources and facilities to complete their programmes of study as articulated in the Student Charter.
- 1.4. ICMP is proud to offer as an additional enhancement access and use of its facilities whenever practicable to assist ICMP students in developing their professional skills. ICMP reserves the right to amend this additional access dependent upon business needs.
- 1.5. This Policy covers these specific areas:
 - Opening Hours
 - Entitlement of use.
 - Terms of use.
 - Use of Own Devices.
 - On Campus Loans.
 - Off campus Loans.

2. Opening Hours

- 2.1. ICMP's weekly opening hours are publicised on the MyICMP web portal at the start of the academic year.
- 2.2. We aim to maintain high levels of access throughout the year but ICMP reserves the right to amend opening hours from time to time dependent upon business need.
- 2.3. ICMP will communicate promptly any changes or amendments to opening hours via MyICMP and the regular communication channels.

3. Entitlement of Use

- 3.1. ICMP's facilities will primarily be for the sole use of current ICMP students undertaking curriculum related activities.
- 3.2. An ICMP student can sponsor a non-ICMP guest to assist in a curriculum-based activity. Access application can be made at Reception.
- 3.3. Guests must always be signed in and out at Reception and wear ID lanyards at all times
- 3.4. Guests must adhere to ICMP policies, and codes of conduct, and it is the sponsoring student's explicit responsibility to ensure that they do.
- 3.5. ICMP reserves the right to use any of the facilities for business or other such related activities or events.

- 3.6. ICMP facilities will not be available for the use of staff. Exceptions may be agreed by approval of Senior Management on a case by case basis.
- 3.7. Students, under no circumstances, may use ICMP facilities for private enterprise (for example, providing private lessons, or conducting a commercial recording session.)

4. General terms of use

- 4.1. Equipment must not be moved between rooms without prior agreement from the Facilities team. It is the student's responsibility to return any relocated equipment at the end of their session.
- 4.2. Students must only use the provided patch bays for connecting audio equipment. They may not attempt to rewire or re-route audio cabling. If you have any questions or need assistance, always seek advice from the Facilities Team.
- 4.3. Other than an individual's instrument, no personal electrical equipment is to be used on site without the express permission from Facilities (i.e. additional amps, backline etc).
- 4.4. All room bookings must be completed as per the instructions on MyICMP.
- 4.5. Rooms must be reset at the end of every session so that the next class can commence with minimal impact. It is the student's responsibility to do so. This includes, for example:
 - All furniture is reset for the next class
 - Mixing desks are zeroed.
 - Drumsets are returned to 'neutral' and right handed. No toms to be left unset.
 - Backline is returned to position
 - Extra items are returned to the Facilities Desk.
- 4.6. Apart from sealed bottled water, no food or drink is to be consumed or taken in to any classroom, live rooms or studios.
- 4.7. It is the student's responsibility that all litter or debris is removed from rooms.
- 4.8. Faulty equipment must be reported immediately to the facilities helpdesk.

5. Damage or loss of equipment

- 5.1. ICMP accepts that some wear and tear is inevitable and will therefore bear the maintenance costs for minor damages deemed consistent with careful use of our facilities. Major damage due to lack of care will be investigated and a charge may be incurred or in the worst cases may be dealt with under the student disciplinary procedure.

6. Student Charter Code of Conduct

6.1. All ICMP students must adhere to the Code of Conduct and students should be aware of its contents.

7. Volume in live rooms

7.1. ICMP live performance spaces are designed to operate at a maximum volume of 103dB and this should not be exceeded under any circumstances.

7.2. Decibel meters are provided in all live rooms and it is the users responsibility to ensure the threshold is not exceeded.

7.3. Users will be advised if they are in breach of the volume regulations. Users who fail to address their levels will have sanctions on booking rooms applied.

7.4. ICMP reserves the right to fully suspend bookings for persistent volume abuses.

8. Loan of equipment

8.1. ICMP maintains a stock of instruments, amps and electronic equipment that can be borrowed from the facilities helpdesk by ICMP students. Most equipment is exclusively for use on ICMP premises and must not be removed from campus under any circumstances.

8.2. ICMP also provides equipment for off-campus events, either to satisfy the requirements of their course, or to gain "real-world" experience.

8.3. Details of on- and off- campus equipment available for hire is available on MyICMP.

9. Responsibilities

9.1. ICMP will:

- Maintain, service and supply all equipment in full working order and in good condition.

9.2. The hirer will:

- take care to keep the equipment in full working order and in good condition at all times
- not take items off campus, unless it is specifically designated as an off-campus item. It it's the hirers responsibility to check that the items they are hiring are suitable for the task.
- not re-lend the item to another person
- not modify, recalibrate or reset equipment
- not hire items for longer than 2 hours, unless agreed with Facilities
- return the instrument within a 2-hour time period

9.3. In addition, for **off campus loans** the hirer will:

- Return the instrument within the agreed time period

10. Damage or Loss of Equipment

- 10.1. ICMP accepts that some wear and tear is inevitable and will therefore bear the maintenance costs for minor damages deemed consistent with careful use of the instrument. Major damage to any instrument due to lack of care will be investigated and dealt with under the student disciplinary procedure.
- 10.2. The hirer accepts responsibility to replace lost or stolen instruments with another of equal type and value or the equivalent cost.
- 10.3. The hirer accepts responsibility to repair instruments that have suffered damage beyond what would be expected through fair wear and tear or pay for the cost of repair.

11. Deposit and hire fees

- 11.1. On-campus loans are free of charge to students
- 11.2. Off-campus loans are free of charge to students if being used for course / curriculum related events i.e. to assist with the completion of coursework. This may need to be verified by a course leader
- 11.3. Off-campus loans have a hire fee applied if they are for non-course related events. The hire fee is £20 and is non-refundable. This helps us maintain our stock of hire equipment.
- 11.4. In all cases of off-campus hire a deposit of £40 must be paid. The deposit will be returned to the student when the equipment is returned in good working order.
- 11.5. ICMP reserve the right to withhold the deposit if items have been mislaid or damaged.

Hire	Deposit	Hire Fee
On Campus	None	None
Off campus for ICMP course / event	£40	None
Off campus non-curricular	£40	£20

The procedures for equipment hiring, room book etc are available on MyICMP.