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# general

All bookings and hire are subject to these terms and conditions. In requesting the hire of equipment from the Kit Hub, you are agreeing to be bound by the terms and conditions that follow.

These terms and conditions cover all hire of equipment and (where appropriate) booking of rooms available to staff and students from Middlesex University's Kit Hub.

The online booking system and all equipment loans are managed and operated by employees of the University. All equipment is issued at their discretion.

Middlesex University staff have the right to work without abuse, threats or unreasonable demands being made of them. Any behaviour they consider unacceptable will result in the immediate suspension of all access to equipment and facilities within the faculty prior to an appeal hearing. All equipment will be issued at the discretion of the Kit Hub staff. It is therefore in the user's interest to behave with courtesy at all times.

The University will not be liable to you or to any third party for any loss or damage (of any type and howsoever arising—including lost production and loss of profits) arising out of this Agreement, including for the unavailability of equipment, save in respect of personal injury or death caused by our negligence.

This agreement is covered by the laws of England and is subject to the exclusive jurisdiction of the English Courts.

# equipment

All equipment is held within The Kit Hub (see the website for details of location and opening hours)

Equipment may only be booked by visiting The Kit Hub website. The Kit Hub does not offer any equipment without prior booking. You can access the website at this address - [theithub.siso.co](http://theithub.siso.co)

The Kit Hub staff have no jurisdiction over which items of equipment you may be allowed to borrow. Access permissions are defined by Programme of Study and module based inductions.

The specific equipment is available to all users who have been inducted on its safe use and operation.

Equipment hired is for module related work only.

Equipment is given to students on the agreement that they are the sole user. Where it is known that the intention of the user booking the equipment is to sub hire to another user, the booking will be cancelled and further action may be taken.

The Kit Hub staff manage the equipment in the way that the course specific demand is met whilst other users are adequately catered for.

# bookings

Equipment may be booked in advance for up to six weeks in advance and only on the Kit Hub website. We have a large number of students and equipment is always in high demand therefore we strongly recommend booking in advance.

Undergraduate students can take approved items of equipment for a defined period. A minimum of one hour and maximum of seventy two hours (three days).

Undergraduates within the faculty of Arts and Creative Industries and in their third year of study are able to book equipment for up to 96 hours (four days)

Postgraduate students and staff can take approved items of equipment for a defined period. A minimum one hour and maximum one week. Subject to availability.

Hired equipment can be renewed online within the last twenty four hours of the booking for a further ninety-six hours, subject to availability. If the renewal is unsuccessful, the equipment must be returned before the time previously agreed to.

We reserve the right to supply alternative equipment if comparable in purpose and quality.

All registered users must show an active University ID card to collect equipment. No booking to either staff or student can be honoured without it.

The Kit Hub does not allow anyone other than the creator of the booking to collect the equipment with a valid student ID card. Although, if necessary and at your own risk, you may designate someone to return equipment on your behalf.

All equipment bookings will become null and void one hour after the agreed pick up time has elapsed and the item will then be available for hire to other users.

Users are allowed a maximum of one active booking at a time. In other words, the equipment pertaining to a booking must be returned in full before another booking is created.

An individual can take one core item in a single booking. For example, booking two cameras is not permitted. Staff inducting multiple students are an exception in this case.

We will do our best to provide any equipment you have booked at the time you have booked it, and to make available any resource you have booked. However, bookable resources and equipment may be unavailable for reasons outside of our control. For example, equipment may not be returned on time by the previous borrower, or may not be returned in a fit condition to be loaned out without repair. We will not be liable for any unavailability, but we will do our best to find a suitable replacement or to re-arrange the booking for another time. Where possible, we will notify the individual concerned in these circumstances.

## hire

The Kit Hub does not provide consumables although some items borrowed may require them. E.g. batteries, SD cards, Compact Flash cards, etc. In these circumstances you will need to provide them yourselves.

You are responsible for the equipment until it is returned to the agreed site and checked over by a member of the Kit Hub staff. A printed check-in receipt can be provided if requested.

Remember you are responsible for all equipment booked out under your name up to £1000. Consequently, you are liable to pay the University in full for any repairs needed, or for replacement costs up to this value.

It is your responsibility to insure the equipment that you borrow .

The borrower will be responsible for the first £1000 in all instances of damage or loss regardless of blame. This is subject to the total value of the equipment borrowed (e.g. if the circumstances of loss or damage of the kit would invalidate any insurance claims).

You must not hire or lend equipment to other people; you will be held liable for any loss or damage to it.

All equipment will be checked out by a member of staff. It is your responsibility to check and verify that the equipment is working and complete prior to leaving the Kit Hub. A table has been provided in front of The Kit Hub for the purpose of checking equipment.

If you are not completely happy with the equipment collected, do not take it away. Instead please inform The Kit Hub staff who can look to provide a suitable replacement item, or make an advanced booking online for when the item is next available.

Faults, loss or damage notified to us after leaving the Kit Hub will be deemed to be your responsibility and you will have to pay for the repair/ replacement as necessary.

## lockers

Lockers are provided along the main corridor on the ground floor of the Grove building. These will only be available to use when the Kit Hub is closed. Before you attempt to use these, please consult the instructions of their use. A guide is located on each door of the locker.

Lockers are available only during the Kit Hub's closed hours of operation (see user guide for these hours)

The availability of the lockers cannot be guaranteed but can be checked online in advance using the Locker Availability link on the homepage of the Kit Hub website.

You agree to return all items of equipment at the specified date, time and place. The University will at all times retain title to the equipment.

The lockers are for returns only and not for storage of equipment overnight.

Once a locker is locked, it cannot be reopened by anyone (including the individual that locked it) other than a member of the Kit Hub team.

## extended loan requests

In exceptional circumstances a longer hire of the equipment can be agreed.

Student's wishing to hire equipment for an extended period of time must notify The Kit Hub and their module lecturer at least two weeks in advance of the desired collection date.

A Loan Extension Request Form (available to download on the homepage of the website) should be filled out and emailed to both the Kit Hub and your module leader.

The relevant module lecturer must support extended loan requests, via email at least two weeks before the date of collection.

In the case of staff, extended loan requests must be supported by their Director of Programmes in the same way as detailed above.

The Kit Hub operates a reduced opening hours service over the Summer period and closes entirely during the month of September. During this time, the Kit Hub is only available to postgraduate students, those that have deferred on a module and any other programs that are not in recess.

# taking equipment overseas

You are able to take equipment outside of the UK, however you will need to provide relevant insurance that covers art or media based equipment. This can be found via specialist insurance companies that can be found on the internet. Please note that most general travel insurance policies will not cover professional audio/video/photo equipment.

Two weeks before the collection date, you are required to provide details of the equipment that you will be taking abroad. We will then be able to provide you with the value of the equipment. This will be required by the insurance company when arranging your policy. You need to make sure your policy covers the total amount of the equipment being taken and that the single item value covers the most expensive item.

You may be asked for serial numbers of the equipment. We can only provide these up to 24 hours before your booking starts as we have lots of equipment that is in constant use and will only be able to assign specific items to your booking once it has been returned from the previous user. Insurance companies will normally accept these over the phone once you have them.

When you have your insurance documents please email them to the Kit Hub.

Once we have these documents we can then release the equipment to you. We will not issue equipment without these documents.

If you take equipment overseas without insurance you will be liable for the full replacement and/or repair costs for any lost or damaged equipment.

# account suspension

All items of equipment not returned at the agreed time will incur an automatic ban as listed below:

- Up to 1 hour late, 24 hours ban.
- 1-24 hours late, 3 day ban.
- 1-3 days late, 10 day ban.
- 4-6 days late, 20 day ban.
- 7-9 days late, 30 day ban.
- 10 + days late, 90 days ban.

All access to the online booking system will be suspended until the ban has been spent.

Continued late return may result in loss of access to all loans and facilities within the faculty.

Failure to return equipment for longer than three weeks will be treated as theft.

Equipment due back before 17:30 but returned late into the lockers after The Kit Hub is closed will be assumed to be 24 hours late and subject to a three day suspension. Items returned late to the lockers on a Friday will be assumed to be over twenty-four hours late and the user subject to a ten day suspension.

# Care

You must exercise all reasonable care and attention in the use of university equipment.

You should report any loss/damage to a member of the Kit Hub staff immediately.

In the event of theft of any item, you must report the incident to the police and provide an official incident number to the Kit Hub.

**You should not leave equipment unattended at any time unless it is securely stored. Do not leave equipment in full view, or in the boot of a car.**

You must not use hired equipment in ways or areas for which it is not intended.

Risk assessments may be required for the use of equipment / resources. Please consult with your module leader for more information.

## room bookings

Rooms available to staff or students may be booked through the Kit Hub website. Rooms may be booked based on pre-agreed periods specified on the site.

All rooms are available under the following terms and conditions:

- No food or drink other than bottled water to be consumed.
- Reasonable consideration is to be given to neighbouring staff or students or the public with regard to rehearsal and levels of audio and/

- or video playback or recording.
- No items of any kind can be stored in the booked rooms.
- All furniture must be stacked neatly after use and the room returned to the condition in which the users found it.
- No smoking or use of any naked flames is permitted at any time. This includes e-cigarettes.
- Equipment within rooms must only be used by inducted individuals.

# audio/visual edit suite bookings

These facilities are allocated on the basis of numerical availability.

You may hire a room for one day from 09:30 -21:30. If you need a room for longer than this you will have to justify this to the Kit Hub and your module lecturer.

Access Cards must be returned by 17:30 to the store or before 21:30 to our out of hours lockers. On Fridays, these cards must be returned by 17:00 to the Kit Hub. You must not take the access card home with you at any time.

The suites are locked down at weekends and only available to use during the week at the times specified above.

Losing any access card to these facilities will result in a £10 replacement fee.

Any items left unattended in the facilities, either overnight/or for the course of the day while the room is unoccupied, will be removed. If the suite is suspected of being used for unauthorised storage of any equipment, it shall be removed, and the booking will be terminated.

No more than 2-3 persons (each suite has the maximum number of chairs to reflect the maximum number of occupants) per suite at any

time; loitering is prohibited, and the owner of the booking will be deemed responsible for any breach of this rule. If deemed necessary, the owner of the booking, and those loitering will be asked to leave the facility, and the booking will be terminated.

No suite may be booked for the purpose of personal working/meeting spaces, as the rooms are specifically designed for post-production/music production.

A booking of these facilities, over hours that you will be in classes, or do not intend to occupy, will result in the termination of the booking, on the grounds of wasting a valuable resource that is often in very high demand.

The use of external hardware/electrical devices is permitted, however all personal devices must be deemed safe for use.

The disconnection of the room's allocated hardware/cabling is not permitted, and may cause technical issues to the current, or any future user, and/or damage for which you will be financially liable.

In the case of you outsourcing the post-production of any project to a fellow student from another course, you must ensure that student is inducted in to the facility through the official process, giving them freedom to book the suites at their own responsibility rather than yours. The use of these facilities by non-university affiliated persons is prohibited, and will result in termination of booking.

In the event of a technical issue, the individual may be required to temporarily vacate the suite for the purpose of maintenance/repairs by a member of the technical team.

Any infringement of the aforementioned terms and conditions will result in eviction by a technician, termination of booking, or a possible ban from the facilities, as detailed in the Kit Hubs Terms & Conditions.

The Kit Hub reserves the right to cancel reservations. You will be notified of the reason for the cancellation.

