

T&Cs

The Kit Hub

Academic year 2021-22

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General

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

It is your responsibility to read, understand and agree to the terms and conditions of the loan. The terms and conditions are subject to change, and could change on a regular basis. It is important that you read and understand these.

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.

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 must not leave equipment unattended at any time unless it is securely stored. Do not leave equipment in full view, or in a car.

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

Any filming using university equipment whilst operating any vehicle is strictly prohibited without a specific risk assessment that **MUST** be approved by your module tutor.

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

❖❖ New important changes ❖❖

The Kit Hub has undergone new changes over the summer and we have moved location!

We are now located in the Grove first floor, G145, by the first floor entrance of the building.

Note:

You must NOT leave home if you have symptoms of COVID-19 (fever, new cough, loss of smell/taste) or any flu-like symptoms, or feel unwell.

Collections:

Bookings must be made in advance [online](#).

You will now need to make a booking minimum 3 hours before the collection time.

Undergraduate students, postgraduate students, and staff can take approved items of equipment for a defined period. A minimum of four hours and maximum of 3-7 days, depending on your study (see below):

- Foundation students and 1st year BA students within Faculty of Arts and Creative Industries, and all students outside the Faculty of Arts and Creative Industries may borrow equipment for up to 3 days.
- 2nd year BA within Faculty of Arts and Creative Industries students may borrow equipment for up to 4 days.
- 3rd year BA within Faculty of Arts and Creative Industries students may borrow equipment for up to 5 days.
- MA students may borrow equipment for up to 7 days.

You may renew your booking once for a maximum of 3 additional working days. Renewals must be made online within the last 24hrs of your booking. You must ensure the renewal is successful. If the renewal is unsuccessful, you must bring the equipment back for your booking's end time.

Collection slots are at a 15-minute interval. It is important that you manage your time well and arrive to your collection time precisely: if you know you are going to be late you must call us and inform us so we can try to re-schedule your booking.

Bookings will automatically cancel 30 minutes after your booking starts. This means, if you fail to collect your booking at your selected collection time, the booking will cancel automatically and you will need to make a new booking. If you know you will be late to collect your booking, you must contact us so that we can re-arrange your collection time.

You must take precaution borrowing and using equipment from the Kit Hub. You must take care and wash or sanitise your hands both before and after using the equipment. **You must not sanitise any equipment.**

You are recommended to wear a face cover when collecting and returning equipment to us. This is to keep our university community safe.

You are required to show your university ID card to collect your booking.

You cannot collect a booking on someone else's behalf, and no one can collect a booking on your behalf.

You must check your equipment before you leave the Kit Hub, please our designated areas for this. 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.

Equipment

Equipment can only be booked by visiting the Kit Hub website. The Kit Hub does not offer any equipment without prior booking online. You can access the website at this address: theithub.siso.co

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 it to another user, the booking will be cancelled and further action may be taken.

Equipment hired is for module-related work only. Equipment can only be hired by enrolled students.

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

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

Booking

Equipment must be booked in advance and only on the Kit Hub website. The Kit Hub has limited booking slots available and last-minute bookings will not be possible. You will need to make a booking minimum 3 hours before the collection time.

Equipment may be booked in advance for up to six weeks in advance and only on the Kit Hub website.

Undergraduate students, postgraduate students, and staff can take approved items of equipment for a defined period. A minimum of four hours and maximum of 3-7 days, depending on your study (see below):

- Foundation students and 1st year BA students within Faculty of Arts and Creative Industries, and all students outside the Faculty of Arts and Creative Industries may borrow equipment for up to 3 days.
- 2nd year BA within Faculty of Arts and Creative Industries students may borrow equipment for up to 4 days.
- 3rd year BA within Faculty of Arts and Creative Industries students may borrow equipment for up to 5 days.
- MA students may borrow equipment for up to 7 days.

You may renew your booking once for a maximum of 3 additional working days. Renewals must be made online within the last 24hrs of your booking. You must ensure the renewal is successful. If the renewal is unsuccessful, you must bring the equipment back for your booking's end time.

In the case equipment is required for a longer period than the max 168 hour booking time, you should fill in a Loan Extension Request Form (see [page 13](#)).

All bookings will automatically cancel 30 minutes after your booking starts. This means, if you fail to collect your booking at your selected collection time, the booking will cancel automatically and you will need to make a new booking. If you know you will be late to collect your booking, you must contact us so that we can re-arrange your collection time.

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

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

Bookings must be collected at The Kit Hub in G145 and also returned to the same location at your specific collection- and return times.

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 University ID card.

Someone else may return the equipment on your behalf, although this is not recommended. You will still be liable for the equipment as the booking holder.

The Kit Hub does not provide consumables although some items borrowed may require them; eg. batteries, SD cards, Compact Flash cards, etc. In these circumstances it is your responsibility to provide them for yourself.

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

The equipment will not be cleared from your account until the kit has been released from quarantining and has been technical checked. This means we may still contact you regarding your booking a few days after you return it, before it is restocked and cleared from your account.

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.

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).

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

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. The Kit Hub has spaces for equipment checks by the counter and a corner space on the left-hand side for larger 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.

You must return the equipment how it was given to you, i.e., the equipment must be packed away the same way it was given to you. Do not store your own items in any of the pockets of the bag.

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.

The Kit Hub operates a reduced opening hours service over the summer period. 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.

The Kit Hub closes entirely during the month of September.

Lockers

Lockers are provided along the main corridor on the first floor of the Grove building (behind the café). These will only be available to use when the Kit Hub is closed.

Before you attempt to use these, please read the instructions of their use. A guide is located on each door of the locker.

Ensure your University ID card has been registered before attempting to use the lockers. Unregistered cards cannot lock the return lockers, meaning that the equipment is not safely stored. You must not leave equipment in an unlocked locker.

Lockers are available only during the Kit Hub's closed hours of operation, and subject to The Grove's opening hours.

Monday - Friday	17.30 - 09.00
Saturday - Sunday	All day (24hrs)

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. The Grove's opening hours can be found online or outside the entrances of the building.

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.

Students and staff 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](#) 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.

Taking equipment overseas

You are permitted 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.

Minimum 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 a lot 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.

You must email the Kit Hub your insurance documents at least 24 hours before your booking starts. We will not issue equipment without having received and reviewed the insurance 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.

It is your responsibility to ensure your insurance covers all your days away, and you must be prepared to purchase extra insurance should you need to stay longer overseas. The Kit Hub must be notified if your stay overseas is extended for any reason.

It is your responsibility to research and prepare for temporary importing/exporting goods in/out of the UK and your destination.

Account suspension

All bookings are due back at specific time, chosen by the user at the time of making the booking.

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

Up to 1 hour late	= 24-hour 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-day 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 24 hours late and the user subject to a ten-day suspension.

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- and editing suites

You may hire a room for one booking per day, between 09:30 - 23.00. Booking end time is subject to the Grove's opening times.

Bookings for audio- and editing suites must be made online following an induction, and the access card must be collected at the Kit Hub at your specified time. The access card must be returned to the Kit Hub at the specified end time of your booking, or if your booking ends in the evening after 17.30 you must return the access card to the postbox provided for card returns.

You must not take any access card with you home.

The suites are open on the weekend for inducted students only. **Access cards for weekend bookings must be booked and collected from 15.00 on Fridays only.** There will be no technical support during the weekend.

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 the specified max capacity per suite at any time; loitering is prohibited, and the owner of the booking will be deemed responsible for any breach of this rule.

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