

Loughborough Students' Union Media Equipment Booking Terms



VERSION 1.2
Effective June 2020

TERMS AND CONDITIONS

1. The individual making a booking takes full responsibility for the equipment and must report any damages or losses. Equipment broken when booked out on behalf of another volunteer will be considered on a case-by-case basis.
2. Equipment must be collected by the person who made the booking. If someone else will be picking it up, this must be mentioned in the comment section of the booking.
3. Equipment may only be operated by trained members of LSU Media that hold a Media Membership and have conducted the relevant basic training in using the equipment, as recorded by the Media Executive Committee.
4. All items must be returned by the time specified on the booking. This includes all memory cards and batteries used with the equipment.
5. Equipment can only be collected and returned between 10am-5pm Monday to Friday. If equipment is required at an earlier or later time, it must be mentioned in the comment section of the booking and communicated to the relevant LSU Media Section Head to be arranged.
6. Any commercial use of equipment is not allowed without prior explicit agreement with the Media Chair, as stated in the LSU Media Code of Conduct.
7. LSU Media reserves the right to all content produced with our equipment and software.
8. LSU Media Equipment may not be used, under ordinary circumstances and without prior explicit agreement with the relevant LSU Media Section Head, for any other organisation or group within or outside of Loughborough

BOOKING SYSTEM

Access to the Booking System may vary from year to year, but ordinarily this is limited to Media Committee members. It can be accessed at mediabookings.lsu.co.uk. Members without access should book through a Committee member.

RIGHT TO CONTENT

Access to content produced may not be required by LSU Media in all circumstances, and is at the discretion of the Media Executive Committee Member responsible. LSU Media reserves the right to publish all content produced on their equipment or software.

HALLS & DEPARTMENTS

'Other organisations or groups' includes Halls and Departments and their Media Reps / SIOs, even if they have Media Membership.

Students' Union, as stated in the LSU Media Code of Conduct.

9. LSU Media equipment must not be used under the influence of alcohol or drugs.
10. Any situations in which the equipment is going to be used in a high-risk environment, the person making the booking must check with the Media Chair to see if the Risk Assessment will cover the use of equipment at their event.
11. LSU Media reserves the right to cancel or modify any bookings if necessary.
12. Failure to comply with the above Terms and Conditions will result in a strike. Non-compliance is outlined in the LSU Media Constitution.
 - 12.1. One strike: Verbal and written warning.
 - 12.2. Two strikes: The member or organisation will receive a temporary one (1) month ban on booking all equipment.
 - 12.3. Three strikes: The member or organisation will receive a permanent ban on booking all equipment.

HIGH-RISK CONTENT

Suitable protections to equipment from the elements and from the public should be made. Less expensive equipment could be used in these circumstances.

BANS

Issuing bans are the responsibility of the Media Chair and Executive Committee members, and can apply to any Member, Organisation, or Member of Staff.

REVISION HISTORY

Any changes to the Booking Terms and Conditions should be recorded here.

Booking Terms and Conditions 1.0
March 2018
Dan Hess (Media Technical & Production Intern)

Booking Terms and Conditions 1.1
December 2018
Jasmine Jefferies (Media Executive Officer)

Booking Terms and Conditions 1.2
June 2020
Christopher Leroux (Media Chair)

FIND OUT MORE

Want to find out more about our governance documents?

Feel free to email the Media Chair at media@lsu.co.uk, or come into the office weekdays between 10 and 5 to inquire in person.