



Student Union Cupboard and Sports Locker Equipment Use Policy

CONTENTS

Definitions	1
Policy Scope	1
The Policy	1
Signatories	3

Definitions

Student Union (SU) Cupboard - the storage locker on the ground floor of Devon House located under the stairs

Music Cupboard - the storage locker on the second floor of Devon House next to room 216, storing all music equipment

Music Corner - area in the hub by private study room and entrance to the cafe

Sports Locker - the storage locker on the second floor of Devon House across from the three private study rooms next to room 212

Sports Captains - selected representatives for each sport to run practices/games and manage the team's allocated sports equipment

Policy Scope

This policy will cover the rules and expectations for the use, treatment, and tracking of all equipment in the SU cupboard, music cupboard and the sports locker. It will also outline the rental process for all equipment from the SU cupboard and the inventory system. Renting will only apply to items which are property to the SU, and not ones temporarily stored within the SU storage. This policy will also outline the expectations of sports captains and their use/access to the sports locker.

The Policy

1. General Equipment Usage Guidelines

1.1. Eligibility for Use



- 1.1.1. All currently enrolled students and staff can rent equipment from the SU Cupboard. Access to the Sports Locker is restricted to designated sports captains and authorised individuals.

1.2. Condition and Treatment of Equipment

- 1.2.1. All equipment must be treated with care and respect.
- 1.2.2. Any damage, malfunction, or loss of equipment must be reported immediately to the SU staff or Sports committee.
- 1.2.3. Equipment must be returned in the same condition it was rented, aside from normal wear and tear.

2. Sports Locker Access and Usage

2.1. Sports Captains' Responsibilities

- 2.1.1. Sports captains are responsible for ensuring that all equipment in the Sports Locker is used appropriately and stored securely.

2.2. Access to the Sports Locker

- 2.2.1. The key to the Sports Locker will be kept with security at all times and must be returned to security as soon as possible after each use.
- 2.2.2. Only authorised sports captains and authorised team members are permitted access to the Sports Locker.
- 2.2.3. Captains are responsible for distributing equipment to their team and ensuring all items are returned after use.

2.3. Damage, Loss, or Misuse

- 2.3.1. Sports captains are accountable for reporting any damage, loss, or misuse of equipment immediately to the SU Vice President or Communities Officer.

3. SU Cupboard Equipment Rental Process

3.1. Music Cupboard

- 3.1.1. All Music equipment in the music cupboard and the music corner in the hub will be available on the SU inventory list and available for use.

3.2. Rental Procedure

- 3.2.1. Students or staff who wish to borrow equipment must complete a rental form provided by the Student Union. After completing the form, the Campus Officer will send a confirmation email with times for collecting and returning the items.



- 3.2.2. The equipment rental form must be completed at least **two** days before the equipment's intended use.
- 3.2.3. Rental periods will vary depending on the equipment, with a maximum rental period of **three** days (not including weekends) unless otherwise approved by SU staff.

3.3. **Late or Unreturned Equipment**

- 3.3.1. A late return will incur a penalty as outlined in the SU rental guidelines(see section 6)

4. **Inventory System**

4.1. **Inventory Tracking**

- 4.1.1. All SU Cupboard and Sports Locker equipment will be logged in an inventory spreadsheet that tracks rental dates, return dates, and each item's condition.
- 4.1.2. Each rental or use will be recorded in the spreadsheet to maintain accurate records of available equipment.

4.2. **Annual Audits**

- 4.2.1. A complete SU Cupboard and Sports Locker equipment audit will be conducted annually to verify inventory accuracy and equipment condition.

5. **Dormant Societies**

- 5.1. If a society goes dormant due to a lack of an executive committee either at the start of the first or second term, all of its equipment will be given to the SU.
- 5.2. The SU may use this equipment as needed and will be added to the inventory list.
- 5.3. If the society is reformed, the SU will return all equipment and allow the society to function as expected.
- 5.4. Once a student graduates or leaves a society, all equipment must be returned to the Student Union.

6. **Consequences for Policy Violations**

- 6.1. **For SU Equipment Users:** Failure to comply with this policy may result in fines, deduction from the society budget, suspension of equipment rental privileges, and/or referral to the disciplinary committee.
- 6.2. **For Sports Captains/Teams:** Violations of this policy may result in restricted access to the Sports Locker, fines for damage or loss, and potential removal from team leadership.



Northeastern
University
London
Students' Union

Signatories

Agreed by the Union on 30/10/24, with a majority of 9 to 0 votes.

To be reviewed in 2 years, on 30/10/2026.

Signed by:

NAME: PETAR PETROV

POSITION: PRESIDENT OF THE UNION

SIGNATURE: _____

NAME: BRIAN ZEEMAN

POSITION: VICE PRESIDENT OF THE UNION

SIGNATURE:

Two handwritten signatures in black ink. The first signature is 'B. Petrov' and the second is 'B. Zeeman'.