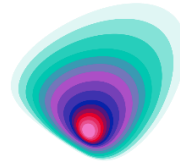




**QUEEN'S  
UNIVERSITY  
BELFAST**

**ANNUAL  
FUND**



**QUEEN'S  
STUDENTS'  
UNION**

## SU Clubs & Societies – Equipment Inventory

### **BOOKING CONDITIONS**

#### Introduction

1. QSU offers an equipment inventory for Clubs & Societies to use. The inventory has been generously supported by the Queen's Annual Fund and is intended to:
  - a. enhance the range and quality of activities Clubs & Societies can undertake.
  - b. reduce the need for Clubs & Societies to purchase certain items of equipment using their own funds.
  - c. offer time-limited opportunities for Clubs & Societies to use equipment free of charge.
2. The equipment inventory is owned by the QSU Clubs & Societies department.
3. The equipment inventory is not intended for regular use by staff or other departments. Requests may be declined on this basis.
  - a. In exceptional circumstances, staff or other departments may request use the inventory from the Clubs & Societies Manager.

#### Items available

4. The equipment inventory is made up of items supporting photography and videography; presentation equipment; safety and activity management equipment; and other technological accessories.
  - a. QSU will amend the catalogue as items are added, lost, or damaged.
5. Feedback on the items available is greatly appreciated. Please send any comments or ideas for new items to the Clubs & Societies team.

#### Procedure for submitting bookings

6. An online booking form is hosted on the Clubs & Societies Handbook at: <https://www.clubssocieties.qubsu.org/equipmentbooking>
7. Bookings must be submitted a minimum of two full working days before the intended collection time.
8. Bookings may be submitted for any dates in the next 12 months. Collection and return will not be possible during staff holidays and University closure days.
9. Submitted bookings are provisional until processed by the Clubs & Societies team. We will endeavour to respond to all requests within two working days.
  - a. Bookings are provisional only until you receive a confirmation email.
10. Bookings will be received and processed on a first-come-first-served basis.

## Booking regulations

11. Items may be booked for a maximum of 7 days.
12. Bookings are subject to the availability of the items requested.
13. A booking request may be rejected if the Club / Society:
  - a. has insufficient funds to cover any potential repair / replacement costs.
  - b. has failed to meet any relevant governance requirement (e.g. training attendance, committee sign-ups, inventory submission).
  - c. is under suspension or other relevant penalty.
14. A Club / Society may submit a maximum of three booking requests at any one time.
15. A named individual(s) (preferably the Club / Society Chair, Secretary, or Treasurer) must take full responsibility for:
  - a. collecting and returning the items at the times stated in the confirmation email. The individual(s) should bring their student ID.
  - b. ensuring that the items are kept safe and are returned in the condition they were collected. This includes any associated packaging, chargers, cables, user manuals, or carry bags collected with the items. This is at the discretion of the Clubs & Societies team, who will check all equipment after use and record any evidence of damage or loss.
  - c. keeping a record of any person(s) using the items other than themselves, and must approve any use by members outside the Club / Society's executive committee.
  - d. clearing any memory cards and removing any photographs, audio, or video footage from the items before they are returned.
16. There is no charge to book items, but you may be charged a replacement fee and / or a penalty fee if:
  - a. An item is damaged in such a way that its function, safety, or durability is compromised.
  - b. An item is returned late and has therefore impacted a subsequent booking(s).
  - c. An item is lost. An item will be considered 'lost' if the Club / Society informs the team that it has been lost, or if the item is not returned within 7 days of its agreed return date.
17. Clubs & Societies who lose, damage, or fail to return items on time may be refused future bookings.

## Using the equipment

18. You must use all items safely and responsibly. User manuals will be included with the items (where possible) or can otherwise be found online. Please contact the Clubs & Societies team if you cannot access a user manual for an item.
19. Electronic items will often require charging time before use. Users are responsible for allowing ample charging time when choosing their collection date. To conserve power, you should switch off electronic items when not in use.
20. Battery-operated items will be supplied with batteries included at the time of collection.
  - a. If the batteries run out while using the equipment, please call into the SU for replacements.