



University of Lincoln Students' Union Procedure On the Storeroom Facility for Sports Clubs, Academic Societies and Societies

1. Introduction

- 1.1 This policy outlines the process University of Lincoln Students' Union Sports Club and Societies must take when storing or removing any equipment from the Sports Centre or the Societies Lock Up.
- 1.2 For the purpose of this policy, lockups refer to the storage cages and lockers at the Sports Centre, Risholme storage, shelving in Witham House and the Societies Lock Up Container behind the Engine Shed.

2. Procedure for Sports Centre Lock up

- 2.1. Each Sports Club will be allocated an area of the lockup for which they will receive a key from their previous committee as detailed in the handover.
- 2.1.2. Spare keys for their locker or cage can be found on the wall box inside the lockup which can be accessed by the Activities Department.
- 2.2. As part of the handover process, all Sports Clubs will have completed an inventory which should also include all equipment that the Sports Club has.
- 2.3. It is the Sports Clubs responsibility to keep the lockup tidy. Monthly inspections will be conducted by the Activities Department once a month. Any loose items will be treated as lost property.
- 2.4. If a Sports Club would like to deposit something new in their cage or locker their inventory will need to also be updated as outlined in the handover of sports and societies policy.
- 2.5. If a Sports Club are disposing of any items they will need to contact sports@lincolnsu.com who will then update the inventory accordingly.
- 2.6. If a Sports Club is removing equipment from the Sports Centre Lockup they will need to consult the Sports Centre Reception. A member of staff will then unlock the storage facility.
- 2.7 Sports Club Members will only be able to collect equipment between sessions if there is no activity taking place in the Sports Centre's Sports Hall. This includes 5 Minutes before or after the hour.
- 2.8 In the unfortunate event that a Sport Club damages the padlock or misplaces a key, they will be responsible for any costs incurred for replacement items.

3. Procedure for accessing Witham House storage WH0012

- 3.1. As part of the handover process Sports Clubs will have completed an inventory, which must include everything the Sports Club has stored in the lock up.
- 3.2 It is the Sports Clubs responsibility to keep the lockup tidy. Monthly inspections will be conducted by the Activities Department each Month. Any loose items will be treated as lost property
- 3.3 Names of key committee members requiring regular access will be given to the Estates Department in advance with the student's permission by the 1st October.

Estates will then provide card access to the listed committee members so that they are able to obtain their kit.



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4. Procedure for Students Union Societies Lockup

- 4.1. As part of the handover process Societies will have completed an inventory, which must include everything the Society has stored in the lock up.
- 4.2. It is the Societies responsibility to keep the lockup tidy. Monthly inspections will be conducted by the Activities Department each Month. Any loose items will be treated as lost property
- 4.3. If a Society wishes to put an item into the lock up or take something out of the lockup, they will be required to sign the key out from the Tower Bar and sign this back in again after use.
- 4.4. If the equipment is an addition to what the Society already has in the lockup, the University of Lincoln Students' Union Activities Department staff will have to check space availability in the lockup and they would be informed via email.
- 4.5. If a piece of equipment is being permanently removed from the lockup, a member of the Activities Department will need to be informed via email from the Activity in order to update the inventory.