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**Storage Inn Terms of Use**

**Document Date:** 29th August 2019

1. **Overview**

The purpose of Storage Inn is to provide secure and adequate storage for student groups on campus. This space has the potential to be shared by over 150 different responsible parties and therefore it is necessary to put in place guidelines of use to ensure that it remains in fit state of use, meets health and safety provisions and remains a valuable space for groups to use.

1. **Guidelines**

In using Storage Inn, all groups agree to:

1. Share the combination lock code with committee members only and in case where ordinary members need to access the space, ensure that this is done so under supervision of a member of committee.
2. Only use space that is allocated by the Student Opportunities team and not use any space that is currently unallocated without agreeing it with the team beforehand.
3. Keep all valuable items securely locked and ensure that they are signed in and out of the storage when used.
4. Take responsibility for any loss, damage or theft that occurs as a result of leaving equipment cages or boxes unlocked.
5. Not store perishable items in the space for any duration of time.
6. Not store potentially dangerous items (i.e. pressurised containers or flammable items) without the prior permission of the Student Opportunities team.
7. Not move or tamper with equipment stored that does not belong to your group. If someone has put their equipment in your allocated space, please tell the Student Opportunities team.
8. Alert the Student Opportunities team of any damage to equipment, mess or maintenance issues as soon as they occur or are noticed. Any damage to the provided storage boxes or padlocks will need to be replaced by the group.
9. Conduct a thorough clear out once a term of your allocated space to ensure that no rubbish or junk begins to collect. This needs to be done by the last Monday of each term. You will need to alert the Student Opportunities team when you have done this.
10. Ensure your allocated space remains tidy and clear of mess, and kept within the allocated space.
11. Keep an inventory of items kept in the allocated space. Any unclaimed items will be removed by the Student Opportunities team.
12. **Adhering to Guidelines**

All guidelines must be adhered to when using Storage Inn, otherwise items will be removed by the Student Opportunities team.