

BORROWING, RECORDING & INSURING EQUIPMENT

There is lots of equipment within the Guild that Student groups can borrow, whether that be through the Student Development department or through student groups.

Any equipment that you do have must be recorded with a list handed into Student Development. If you do not do this then your equipment will not be insured, so if you lose or break it, you will have to pay for it yourself!



Read this leaflet for more information.

FURTHER INFORMATION

Student Development

Tel. 0121 251 2424

www.guildofstudents.com/studentgroupsandvolunteering

studentgroups@guild.bham.ac.uk

Counter opening times

Monday — Thursday 11—5.30

Friday 11—4.30

Many different student groups have their own equipment, which you may be able to borrow to save you buying it yourself. The owner group would have priority if they need it, but if they're not using it, they should let you borrow it. If you do borrow something and it gets broken or damaged, you will need to either replace it yourselves or pay for it.

Some groups have equipment that needs training to operate or is expensive, so they may prefer not to lend it out. However, they may be able to supervise it being used at your event. Some groups may also be able to provide a service, skills or expertise during your activity.

Student Development has some equipment that groups can borrow; ask at the Student Development counter for more information.

The equipment inventory form allows the Guild to monitor and evaluate the equipment and money needs of your group. The form should be completed on a regular basis or whenever new equipment is bought. This helps us ensure that you are insured and we can help provide storage for your equipment.

Equipment you can borrow from Student Development

You can book some items of equipment from the Student Development Counter. When you collect it, we'll take your contact details and ID card as a deposit.

Laptop

Projector

Extension leads

High-visibility jackets for stewarding

First aid kit

Charity collection buckets (Carnival Rag also have more)

TV/DVD/CD player

MP3 players/iPod docks (small, medium and large; the large one also has a microphone; for more powerful equipment, please ask the Tech Services department)

Services you could get from other groups

Many groups can help you in other ways such as providing a service, advice to help improve your activity, or recommending companies they've used in the past. Some ideas are:

- Filming/photography at events: GTV/Photosoc
- Circus skills/magic: Circus society
- Hosting a debate or running a guest speaker event: Debating society
- Sponsored walks or camping trips: Wayfarers/Duke of Edinburgh
- Entertainment for a ball: Music/Dance/Performance groups

Equipment you could borrow from other groups

If you ask a group to borrow their equipment and they say no, let us know and we'll see if there's anything that we can do to encourage them. We've listed a few types of equipment that you may want to borrow, but there are a lot of groups with specialised or random things as well.

- **Camping/cooking/outdoors**

Tents, cooking stoves and related utensils and containers, maps: Wayfarers, DofE, Scouts & Guides, Mountaineering

- **Electrical: music, dictaphones, cameras, tripods/other media equipment**

Camera's and other electrical equipment: Photosoc/GTV/Redbrick/Burn FM
Stereos: Music & Dance society

TVs, games equipment: Computer & Videogames society

DVDs: Filmsoc

- **Toys/games**

Many of the volunteering projects have a wide variety of things to entertain children of all ages. Circus also have a variety of equipment.

- **Props for plays/performances, art materials**

Props and costumes: Drama and dance societies

Paints and drawing materials: Art Society

- **Stewarding**

Radios and walkie-talkies: Carnival

High-vis jackets: Vale festival society

First aid kits: Wayfarers/DofE/Mountaineering society

Why your group **MUST** complete an Equipment Inventory Form:

This form must be completed **every** year, usually as part of the committee handover process. Failure to complete a form or submit inaccurate information may result in changes to the level of funding your group receives through the Guild grant. You can find the Equipment Inventory form on the committee members resources page at www.guildofstudents/studentgroupsandvolunteering/.

The Guild of Students is responsible for insuring student group equipment. We have limited storage space available for student group equipment. Whilst we cannot accommodate all student groups in this capacity, we **do** expect group leaders/officers to care for their equipment and leave it accessible for the use of their members.

Storage and reporting damage/theft

Expensive items of student group equipment **MUST NEVER** be 'stored' in private houses or accommodation where unauthorised persons may access them. Those students with items of equipment stored at their residence should check their personal insurance cover as loss of equipment due to neglect on the individuals' part will not be covered by your insurance policy and you will need to replace the item out of your own money.

The Guild has limited storage space available for groups to use. Please contact Student Development with details on the size and types of items that you're looking to store.

Equipment that does not belong to the group will not be covered by any insurance policy arranged by the Guild of Students. **Only items listed on this inventory will be insured by the Guild. Groups should be sure to keep their equipment inventory as up to date as possible; we advise the revision of this inventory at least once a year, or whenever you make any significant purchases.**

If you have electrical equipment, it will have to be PAT-tested annually by the Guild.

If equipment has been stolen please follow the procedures below:

- i) If the equipment was stored off campus, inform the police as soon as the theft is discovered, and note down the crime reference number you are given.
- ii) If the equipment was stored on campus (but not the Guild) notify University Security Staff (0121 414 4444) so they can notify the police.
- iii) If stored in the Guild, notify Student Development.

What does the Equipment Inventory Form look like?

The Equipment Inventory form is designed so that groups can maintain a close scrutiny of the condition of items of equipment in their possession. A member of the group's committee should examine all items beforehand, and if he/she is not qualified to check equipment (such as electrical equipment, ropes for climbing et cetera) then he/she should contact the Student Development department for assistance.

A copy of this form **MUST** be handed into to Student Development for the use of insurance and storage purposes.

Equipment should be checked both prior to and following each use. Worn or damaged equipment **SHOULD NOT** be used under any circumstance and should be reported to Student Development as soon as possible.

The Equipment Inventory form can be downloaded from the committee members resource pages at www.guildofstudents.com/studentgroupsandvolunteering

Pick & Mix leaflets are available on a variety of topics, designed to assist you as thoroughly as possible with running your group or understanding the Guild of Students generally

To find out more information, visit the Guild online:
www.guildofstudents.com/studentgroupsandvolunteering

The Student Development department is located on the ground floor of the Guild of Students, and supports student groups, volunteering and training.

Student Development Counter:

The first port of call for any queries and for any administration regarding your group, volunteering or training. During holidays, we're open 12-3pm Mon-Fri, and our general Term-time opening hours are:

11am-5.30pm Monday - Thursday
11am-4.30pm - Fridays.

The general student group area for committees is open 9am-9pm on weekdays and 10am-8pm at weekends, which you can use for committee meetings, checking emails and organising your group. You have access to computers, a printer and photocopier, workspace and your pigeonholes.

Disclaimer: The information in this leaflet only provides general guidance. The leaflet should not be regarded or relied upon as a complete or authoritative statement. University of Birmingham Guild of Students will not accept any liability for any claims or inconvenience as a result of information in this leaflet.