

## **Retail Agreement – Annex B**

### **Planned Retail at Imperial College**

- Due to the nature of the outlets there is bound to be a crossover of goods available from the Union's outlets and Imperial College Commercial Services.
- The Union and Imperial College Commercial Services are not in competition and neither party should make an issue of undercutting the other.

## **Trading Agreement – Annex C**

The Agreement between Imperial College and STA Travel Limited, signed on 8<sup>th</sup> March 1999 and any successor agreement, creating a lease of premises at New Travel Shop, Sherfield Building is available from the Union Manager or the Property Management Division.

The STA Travel Student Travel Service Charter shall be available from the Union Manager or College Property Management Division.

## **Allocation and Management of Student Areas – Annex J**

### **Space Used by the ICU**

All space is College Space. Areas are only allocated to the ICU, as to a Department/Division, on the understanding that the allocation may be varied where necessary for the good of the College as a whole. The Union shall occupy the Union Building (the North Wing of Beit Quad and East and West Wing Basements). The Union will also be provided with rooms as identified in Annex D to this document for the furtherance of the social, cultural and welfare activities of the College's students, together with other areas in the College where the Union may carry out trading activities.

The College will at all times endeavour to preserve and augment the areas used for student activities. However the College may, after consultation with the ICU, alter, withdraw or limit the use of such areas if it is reasonable to do so in the wider interests of the College. In such cases, the College will endeavour to find suitable alternative space if it is possible to do so. Any requests by the ICU, its clubs, societies and other affiliated bodies, for the allocation or use of additional space in the College which is not part of an academic department nor listed above, should be made through the Union President to the College Secretary or such other officer as the Rector may designate.

## **CATEGORY 1**

### **Space for which the ICU is fully responsible**

For these areas the College accepts the responsibility for the maintenance and decoration of the external fabric of the buildings and for the maintenance of the main building services and, subject to negotiation in relation to the introduction of space charging across the College, provides them free of rent and makes no charge for heating and lighting. It is the responsibility of the ICU to plan, carry out and fund all other works and services.

1. The Union Building (Beit Quadrangle, including the East and West Basements, South Kensington Campus)

ICU may occupy the Union Building and other areas herein identified in order to fulfil its legitimate role and may allow outside organisations to use the whole or parts of it for any legitimate purpose in compliance with College regulations and Codes of Practice. It may retain the whole of any fees or rental charged for these activities, save that any such activity shall be for the benefit of the student community as a whole and nothing shall be done that may interfere with the functions of other parts of the College and due regard shall be paid to the College's relations with its neighbours.

## **CATEGORY 2**

### **College space in other buildings which ICU has management responsibility for**

2. The ICU Shop and Associated Storerooms (Level 2 Walkway, Sherfield Building and Rooms 224A (store), 220 (back stage store), 219 (Ante Room), Rooms 319, 319A and 320, Huxley Building, South Kensington Campus)
3. The ICU Newsagent (Level 2 Walkway, Sherfield Building)
4. STA Student Travel Shop (Level 2 Walkway, Sherfield Building)
  - a. As specified in the ten year lease between the College, ICU and STA Travel.
  - b. For this area the College accepts responsibility for the maintenance and decoration of the external fabric of the buildings, provides it free for rent and makes no charge for heating and lighting.
5. Sports Facilities

These areas will be operated in accordance with the policies approved by the Union Council, including the Union's Health and Safety Policy. The Union will consult with Sport Imperial to ensure that best practice is followed in the operation of these facilities.

- a. Gymnasium (Room B103, St Mary's Research Building, St Mary's Campus)
6. Garages and Other Spaces Used by ICU (South Kensington Campus):
    - a. CGCU Kart Garage (Civil Engineering)
    - b. Underwater Garage (Inside the Tractor Shed, Harlington)

- c. RSMU Clem Garage (Under Aeronautics)
  - d. Jez Garage (Under Aeronautics)
  - e. CGCU Bo Garage (Prince Consort Road)
7. Muslim Prayer Room (Rooms 9B3, 9B3A, 9B3B, Prince's Gardens, South Kensington Campus)
  8. IC Wine Society (Room 11B4, 8-15 Prince's Gardens, South Kensington Campus)
  9. Muslim Prayer Room (Hut 4, Silwood Campus)

### **CATEGORY 3**

**Space for which the College has management responsibility but of which the principal user is the ICU.**

#### **10. Common Rooms**

- a. Junior Common Room (Room 212, Sherfield Building, South Kensington Campus)

During term time ICU shall determine the use of the JCR for student related activities. During vacation times the whole of the JCR shall be used by the College for refectory or other purposes. Subject to the above, ICU may let out space in the JCR for licensed trading activities in term time, provided they ensure that the lessees comply with College regulations and national legislation.

#### **11. Sports Facilities**

These areas will be operated in accordance with the policies approved by the Central Sport and Leisure Committee. ICU has priority rights for booking these facilities.

- a. Ethos Sports Centre (Prince's Gardens, South Kensington Campus).
- b. Harlington Sports Ground
- c. Putney Boat House
- d. Teddington Sports Ground
- e. The Swimming Pool (Room B40, St Mary's Research Building, St Mary's Campus)
- f. The Recreation Centre (Wilson House, St Mary's Campus)
- g. The Mountain Hut (Snowdonia)
- h. Sports Facilities at Wye Campus

#### **12. The Great Hall (Sherfield Building, South Kensington Campus)**

The Great Hall may be used by the ICU as agreed between the ICU and the Conference Office.

## **CATEGORY 4**

**Departmental space which is the management responsibility of the Department/Division, but which is allocated to the Union for use by agreement between the Union and the Department concerned.**

**The Department shall be responsible for the management and maintenance of the main building services, fabric, fixtures and fittings of the rooms concerned. The Union shall manage and own all removable furniture and items not forming part of the fabric of these rooms**

13. CGCU Office (Rooms 340 and 341, Mechanical Engineering, South Kensington Campus)
14. CGCU Storage Room (Room 045, Mechanical Engineering, South Kensington Campus)
15. RCSU Office (Sherfield Walkway, South Kensington Campus)
16. RSM Office (Room 2.27A, Royal School of Mines, South Kensington Campus)
17. ICSMSU Offices (Rooms B100, B101, B102, B103, St Mary's Campus)
18. ICSMSU Offices (Rooms G04A, G13, G13A, G13D, G13E, G33, G33A, G33C, G33D, G33G, LG07, LG11, LG12, LG24D, LG25, LG25A, LG30, Reynolds Building, Charing Cross Campus)
19. ICSMSU Offices (Rooms G22, G23, G24, G53, G62, G62, Sir Alexander Fleming Building, South Kensington Campus)
20. ICSMSU Offices (Rooms SBS23, SBS26, SBS27, Commonwealth Building, Hammersmith Campus)
21. Silwood Park Offices (Rooms S1.08, S1.09, S1.10, B24, B903A, Manor House, Silwood Park Campus)
22. Dance Stores (Level 1 Sherfield Building, South Kensington Campus)
23. ICU Garages (Wilson House, Paddington)
24. Music Room (Wilson House, Paddington)

### **Relevant College Policies – Annex D**

Discuss with Jon Hancock. A lot of this is now contained in SLA's.