

Media West Basement

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Seconded: Jack Steadman, A&E Chair; Theresa Davey, Felix Vice-Chair/ FoE PG ordinary member; Luke Granger-Brown, FoE UG ordinary member; Fahdi Kanavati, ICTV Station Manager; Matthew Chaplin, Photosoc Chair; Henry Wild, Science Fiction and Fantasy Chair; Adam Gellatly, IC Radio Station Manager; Giacomo Boscaini-Gilroy, Leosoc Chair;

The Union Notes:

1. That the West Basement (WB) is a highly valuable asset of the Union, supporting a wide range of Student Activities.
2. That the WB, since its construction in the 1950s and redevelopment in 2014/15 has supported many activities including the filming of short films, and housing the Felix office, the Imperial College Radio station, a functioning darkroom and a creative arts space.
 - 2.1. The core activities of a number of CSPs depend on the availability and functionality of the WB.
3. That a group of CSPs dependent on the space known as the West Basement Users' Group (WBUG) has existed informally for at least 4 years, with a remit of coordinating their bookings in the space, ensuring that shared spaces are used effectively and that storage is kept tidy.
 - 3.1. The WBUG has historically fallen under the remit of the Media Management Group, although this is no longer viable due to it being merged with Arts & Entertainments under the management group reshuffle.
4. That much of the installed equipment and spaces in the WB are expensive, specialist and require ongoing maintenance in order to remain safe and to provide value to the Union.
 - 4.1. Some of the installed equipment has been purchased by individual CSPs, whilst being used by (and providing benefit for) all users of the space.
 - 4.2. Whilst CSPs have often done maintenance on an *ad hoc* basis in the past, without any funding or oversight the more complex and expensive maintenance or equipment replacement is often not completed, causing loss of value and loss of function.

The Union Believes:

5. That as a unique performance space with significant use-specific investment, the space is best used in the production of music, art, radio, photography, journalism and film.
 - 5.1 That many of these areas directly benefit both students and the Union as a body, due to the involvement of the various aspects of student media in processes such as the Leadership Elections and Varsity.
6. That it is essential that maintenance and development are performed to maintain and improve the safety and functionality of the installed equipment.
7. That the users of the WB are best placed to determine ongoing functional and maintenance requirements.

The Union Resolves:

8. To recognise the West Basement Users' Group, which represents those CSPs whose core activity revolves around the use of the West Basement.
 - 8.1. The WBUG will initially adopt the terms of reference found in Appendix A, and will have power to resolve upon modifications to these subject to approval from the Arts & Entertainments Management Group.
9. To continue to permit prioritised bookings for the WB for student-led activities that utilise and depend upon its unique properties, whilst improving oversight and accountability of this process via the WBUG.
10. To recommend that the Trustee Board commit to funding and supporting an annual ongoing maintenance, repair and development plan for the West Basement, developed and managed in partnership with the WBUG.

Appendix A: Terms of Reference of WBUG

Name

West Basement Users' Group (WBUG)

Purpose

- To make bookings for the West Basement's shared spaces using the West Basement room booking system and to coordinate the allocation of this space to specific societies.
- To ensure the shared spaces in the West Basement are kept in an agreed state as decided by the WBUG
- Facilitate the shared use of the performance space (as a functioning recording studio as well as a practice space) between A&E (Media) societies and Jazz&Rock - Live Music for the purpose of sound recording.
- The shared spaces are:
 - The shared studio
 - The control room
 - The cool room
 - The storage room
 - The Basement hub
 - The Edit Suite
 - The corridors
- To receive updates and advise on the ongoing maintenance and development of the WBUG.
- To facilitate communication and collaboration between its constituent members.
- To allow issues with access or maintenance to be brought to the union in an efficient and timely manner for any room in the WB.
- Arrange the key card access for societies (daytime access for normal members. 24 hour access for committee members, WBUG chair, WBUG maintenance officer and WBUG secretary). Room access shall be given as appendix B.

Membership

One representative from the following societies:

- A&E (formerly Media) IC Radio
- A&E (formerly Media) Photosoc
- A&E (formerly Media) ICTV
- A&E Leosoc
- A&E (formerly Media) Felix
- A&E Jazz&Rock - Live Music
- SCC Science Fiction and Fantasy

Observers:

The Student Activities Manager

The Deputy President (Clubs & Societies)

Changes to this membership may be considered where a student group is not represented by the existing members.

The group shall be chaired by the A&E vice-Chair (Media), who is elected under the A&E annual elections.

Each member shall possess one vote within the group, with the chair possessing a casting vote in the event of a tie.

The group shall appoint a maintenance coordinator annually, who shall be responsible for liaising with Imperial College Union to develop, execute and oversee maintenance and development plans

for the WB.

The group shall also appoint a secretary to take minutes and facilitate the key access and room bookings procedure.

The group shall appoint a Technical Manager to manage the basement servers, update software on the basement computers, keep all basement technology functioning and oversee maintenance of said equipment.

Meetings

The chair shall call meetings termly, or at the request of any of the members or observers. Members from any of the constituent societies may observe meetings of the group.

Term

These Terms of Reference apply from 1 May 2016 until the group is dissolved by agreement of the parties or by order of Imperial College Union.

Grievances

In the event of a dispute that cannot be resolved within the group, any member may escalate grievances to the Arts & Entertainments Management Group, with a right of appeal to CSPB.

Appendix B: WBUG Personal Card Access

WBUG Committee members shall have personal key card access to all key card opened doors in the West Basement. Individual societies shall have the following access.

Media Suite - BTQN2 AC02 02
ICTV
IC Radio
Felix
PhotoSoc
LeoSoc
Jazz&Rock - Live Music Committee
Felix Office - BTQN2 AC02 15
Felix
Edit Suite - BTQN2 AC02 14
ICTV
IC Radio
Dark Room - BTQN2 AC02 13
'Certified' Members of PhotoSoc
LeoSoc Room - BTQN2 AC02 12
LeoSoc

Shared Studio - BTQN2 AC02 06
ICTV
IC Radio
Felix
PhotoSoc
Control Room - BTQN2 AC02 08
ICTV
IC Radio
Storage Room - BTQN2 AC02 03
ICTV Committee
IC Radio Committee
PhotoSoc Committee
Jazz&Rock - Live Music Committee
SciFi Room – Manual Key
SciFi
Performance Space - BTQN2 AC02 09
Jazz&Rock - Live Music Committee
ICTV
IC Radio
Radio Studio - BTQN2 AC02 05 and BTQN2 AC02 04
IC Radio
Front Door - BTQN AC02 04
All Listed