

Imperial College Union Union Bar Policy

Owner(s): Deputy President (Finance & Services)

Approved by: Union Council

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1. Introduction

The Union Bar has been open in its current location in Beit Building since 1957 and has been left relatively unchanged in décor since then. This policy outlines the principles and delegation for alterations to the Union Bar's design; the display case; and the creation and display of tankards.

2. The Union Bar

The Union wishes to maintain the traditional look and feel of the Union Bar, while also ensuring the Bar is fit for purpose.

- i. Restoration and repair work to maintain the Union Bar's state and appearance can take place without approval of Union Council or DPFS. This work is undertaken by the Venues Team of the Union.
- ii. The equipment behind the bar may be updated to stay fit for purpose without the approval of Union Council or the DPFS. This work is undertaken by the Venues Team of the Union.
- iii. Any permanent additions to furniture or decorations in the Union Bar must be in keeping with the traditional feel of the Union Bar.
- iv. Permanent audio-visual equipment such as speakers and televisions should be kept to a minimum within the Union Bar and requires approval from the DPFS to install.
- v. Other additions or modifications proposed for the Union Bar that do not fall into the scope above must be taken to Union Council for approval.

3. The Union Bar Display Case

- i. The display case by the entrance of the Union Bar should be used to feature items of current or historical value to the Union. These items include:
 - a. Sports trophies.
 - b. Constituent Union regalia and antiques.
 - c. Disused tankards of historical interest.
 - d. Gifts and prizes granted to Imperial College Union that are considered of value to the larger community.
- ii. Items associated with alumni groups no longer associated with the Union should not be featured in the display case. Cases to remove or add items for display can be made to the DPFS by any member of Imperial College Union.
- iii. A key to the display case should be held by the Deputy President (Finance & Services), as the delegated authority of this policy, and the Designated Premises Supervisor, who holds responsibility for the running of the Union Bar(s).

4. Tankards

The Union Bar is owner of a large collection of pewter tankards, with some dating back to the early 20th century. The majority represent a volunteer position within the Union and are engraved with the names of the role-holder each academic year.

4.1 Responsibility for Tankards

- i. Responsibility for the purchase, engraving and repairs of tankards shall be delegated to the Student Activities Team.
- ii. Responsibility for the day-to-day upkeep of tankards on display shall be delegated to the Venues Team.
- iii. This is overseen by the Deputy President (Finance & Services), and ultimately held responsible by Union Council.

4.2 Types of Tankards

- i. **Active Tankard:** Tankards for Union volunteer positions or awards that are up to date with engravements.
- ii. **Inactive Tankard:** Tankards for Union volunteer positions or awards which are fully engraved and have been replaced by a new tankard for that role or award; tankards related to alumni groups no longer associated with Imperial College Union; and tankards which are out of date with engravements by choice of the group it is relevant to.
- iii. **Awarded Tankards:** Recipients of the Union Fellowship and President's Awards have historically been awarded tankards.

4.3 Creation and Engraving of Tankards

- i. The costs of setting-up new tankards and the yearly engraving are to be paid by the group to whom the tankard is relevant.
- ii. Requests for new tankards will be reviewed annually by the Deputy President (Finance & Services), Designated Premises Supervisor or delegate from the Venues Team, and Director of Membership Services or delegate from the directorate. New tankards can be requested for:
 - a. A CSP without an existing tankard, which has been in existence for at least five years. CSPs should have one tankard per CSP.
 - b. New Officers of the Union positions, as defined by Bye-Law F, where the position has been in existence for at least five years.
 - c. Newly created awards of great significance to the Imperial College Union community.
 - d. Any other tankards may be considered at the discretion of the DPFS.
- iii. The group to whom the tankard is relevant must have the financial capacity to cover the costs for the tankard for a new tankard to be approved.
- iv. New tankards should be engraved with the name of at least the five previous role-holders.
- v. Tankards should normally be engraved on at least an annual basis. The group to whom the tankard is relevant should be contacted before engravings to be informed of the charge for engravings, as well as being given the opportunity to opt-out of engraving.

4.4 Missing and Broken Tankards

- i. If a tankard is lost or broken while in use, a replacement will need to be paid for by the group responsible for it or the individual who had loaned the tankard when it was lost or damaged.
- ii. If the Union does not follow their processes correctly and result in the damage or loss of a tankard, the Union must cover any resultant costs for repairs or replacement.
- iii. Tankards are property of the Union, and therefore deliberate loss or damage to any tankard will be treated as a disciplinary offence.

4.5 Usage of Tankards

- i. The Venues Team are required to have a process by which tankards can be loaned out. Active tankards should only be loaned out to individuals who are the current or previous role-holder of the relevant position.
- ii. Active tankards should not be removed from Union property without prior permission from the DPFS.
- iii. Inactive tankards are not to be loaned or given out without prior request and approval.

- iv. The Venues and Activities Team are required to have a process where alumni may request for inactive tankards to be briefly removed from storage; this process does not apply for tankards related to groups no longer associated with Imperial College Union.
- v. If an individual or organisation wishes to claim legal ownership over an inactive tankard(s), they may write to the Deputy President (Finance & Services).

4.6 Priority of Tankards

With a collection of tankards that has been growing for many decades, there is now limited space available behind the Union Bar to display tankards. The below order details where priority should be given to displaying tankards:

- i. Tankards for existing positions within the Union that are engraved up to date.
 - a. Officers of the Union.
 - b. CSP tankards.
 - c. Additional Constituent Union and CSP tankards.
- ii. Tankards for existing positions within the Union that are not up to date but have been requested from the archive.
- iii. Tankards for existing positions within the Union that are not up to date and have not been explicitly requested from the archive.
- iv. Inactive and awarded tankards should not be kept on display in the Union Bar, unless requested from the archive for a short period of time or kept in the Display Case.

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