



Derwent Practice Rooms Access Keycard Agreement / Policy

This is an agreement between: _____ (print name)

contactable at: _____ (email), and the University of York

Music Society, on behalf of Estates Services at the University, from henceforth referred to as 'The Society'.

- This document contains information which is privileged, confidential or protected from disclosure. It must not be used, reproduced or shared without the prior consent in writing from The Society.

Entitlement

As a member of The Society, you are entitled to use the Derwent Practice Rooms for your own personal practice. In order to access these facilities, you will require a keycard issued by The Society. Eligibility for the keycard access is only conveyed if you have paid membership for the current academic year, or have been conveyed honorary membership by the President of The Society.

This access agreement applies only to members of The Society, and not to Estates Services or the Derwent Porters. Persons other than members or Estates staff (vendors, contractors, etc..) may be issued a keycard on a temporary basis, with authorisation from the President of The Society.

Key Release

Keys must be collected in person from an Executive Member of The Society Committee (President, Secretary, or Treasurer) or the Derwent Practice Room Representative. Both you and the Committee officer must sign this agreement together before a keycard can be released.

Responsibilities

As a user of the Derwent Practice Rooms, you must abide by the *Terms of Use* found here: <http://uoymusicsociety.org/rooms/terms/>

Specifically, you must book a room in advance, using the online portal, for no more than your allowed time. You must ensure that your access keycard is looked after: never marking your keycard, or copying your keycard or giving your keycard to anyone else.

You must not allow anyone access to the Practice Rooms. Ensure that everyone has a valid access keycard. Report any suspicious activity to Security (01904 323333).

If you lose or deliberately damage your keycard, please report this to The Society. You may be charged a £10 replacement fee, in accordance with University policy. Outstanding charges may affect your graduation prospects.

Key Return

You must return your access keycard to The Society by 5pm on 31st July 2019. If you require access beyond this, please contact The Society before 31st July 2019 to arrange an extension.

If you do not return your keycard by this date and The Society knows not why, you will be charged a £10 fee, in accordance with University policy. Outstanding charges may affect your graduation prospects.

I understand the responsibilities of being a Practice Room keycard holder, and hereby agree to the aforementioned statements:

Member Signature: _____

UNIVERSITY OF YORK MUSIC SOCIETY
c/o The Music Department
University Road
York YO10 5DD

Committee Signature: _____

Date: _____

UoYMusicSociety.org | musicsoc@yusu.org