

Durham SU Student Group Storage Policy

1. Purpose

Durham SU provides storage facilities in Dunelm House to support the activities of registered student groups. Space is limited, so this policy sets out how storage is allocated and managed to ensure it is safe, fair, and used effectively.

By following this policy, we aim to:

- Reduce waste and abandoned equipment
- Keep storage areas tidy, safe, and accessible
- Ensure all groups have fair and equal access to storage
- Improve accountability for equipment and assets
- Support the long-term sustainability of student activities

2. Scope

This policy applies to all SU-registered student groups who use or request access to storage facilities within Dunelm House. It covers storage boxes, large equipment, electrical items, and access to designated storage rooms.

3. Principles

- Storage is a shared resource and must be managed fairly between groups
- Safety of members, SU staff, and property is a priority at all times
- Groups are responsible for their own property and compliance with SU rules
- Storage is intended for items actively used by groups, not long-term hoarding
- The SU reserves the right to review, adjust, or remove storage arrangements where necessary

4. Rules

The following rules apply to all storage users. They are designed to keep the space safe, fair, and accessible for everyone.

Storage boxes

Every registered group can claim one storage box in Dunelm House free of charge. If you need extra, further boxes can be borrowed from the SU with a **£10 deposit per box**, taken from your student group funds. The deposit will be returned when the box is handed back in good condition.

All items must be stored inside SU-issued storage boxes — no loose cardboard boxes, carrier bags, or other containers are permitted outside of a SU-issued storage box. All boxes must have lids that can close without obstruction, and any items left outside a box will be removed during spot checks. Groups must keep an asset register of the contents of their box on the underside of the lid.

Extra boxes are offered on a first-come-first-served basis. If storage reaches capacity or boxes run out, the SU reserves the right to reclaim additional boxes

starting with groups holding the highest number. Most groups will not hold more than a small number of boxes.

Use of boxes

Storage boxes are for student group equipment in Dunelm House that is actively used for group activities. They may be taken out temporarily for events but must not be used for personal storage or kept outside the building for extended periods.

Groups are encouraged to donate, sell, recycle, or dispose of items they no longer need — for example, decorations from a one-off event — rather than storing them indefinitely. This helps ensure every group makes effective use of their allocation and avoids unnecessary requests for further boxes.

Where groups are sharing assets, one group must be nominated as responsible for ensuring the item is stored safely and in line with this policy.

Stacking

Boxes must be stacked no more than four high, and only within the marked zones around the edge of the space. Stacks must always be made up of no more than two heavy-duty black boxes at the bottom, with up to two transparent lighter-duty boxes on top.

Temporary storage

Items may be stored on a temporary basis, but they must still follow all the rules of this policy. For example, deliveries must be removed from cardboard packaging and placed into an SU-issued box with a lid, labelled with the group's name, and stacked correctly. No items should be left loose or in unsuitable containers, even overnight.

Large equipment

Large items such as aerial rigs or safety mats are exempt from the box rule, but must:

- Be stored only within the named zone allocated to your group
- Be clearly labelled with your group name
- Be stored in a safe and tidy way
- Be checked termly to confirm they are still in use

Large items may be taken out for practices, shows, or events, but must be returned promptly after use.

Electrical equipment

All electrical items must be stored separately in the **C-Level store C03**. Each item in this room must be registered on the SU's list (displayed on the inside of the storage room) and labelled with your group name. For each item you must provide either proof of purchase within the last 12 months or evidence of a valid PAT test. If you cannot provide either, the SU will arrange PAT testing and charge your group. The SU may request proof of purchase at any time. Any electrical items that are not registered and found in storage will be removed.

Storage room access

Storage rooms are for committee (exec) members only; General members of a society may only enter if accompanied by a committee member or a member of SU staff. Keys to access each area will be kept in coded key safes outside the storage room, with each room having its own unique code. The codes will be updated termly and shared only with registered groups who store items in that specific room. Therefore, in order for exec members to receive the codes, it is important for groups to regularly update the staff team, via ASK SU, on their assets in storage and their locations.

Keys must be returned to the lock box immediately after use and must not be taken away. After replacing the key, users must rotate the combination to an incorrect number to ensure the code cannot be read by the next person. If spaces are reported as untidy, damaged, or with missing items, the SU may tighten the above access arrangements.

Health and safety

Storage spaces must always be kept safe and accessible. Walkways, doors, and fire exits must remain clear at all times. Hazardous, flammable, or pressurised items (such as gas canisters or fireworks) must not be stored under any circumstances. Food and drink are also prohibited, as they can attract pests and cause damage to stored equipment.

End-of-year clear-out and asset register

All groups must confirm or remove their stored items when they re-register each year. As part of this process, groups will be asked to update their asset register, listing the items they intend to continue storing in Dunelm House.

If a group does not re-register, any assets in good condition may be held for up to two years. The SU reserves the right to reallocate supplies to a related student group after one year, if appropriate.

Disposal of assets

The SU reserves the right to remove and dispose of items stored in breach of this policy, items left unclaimed, or items deemed unsafe or unsuitable for storage. Disposal will be handled in line with the following principles:

- Items in good condition may be donated for reuse, either within the student community or to external organisations.
- Items that can be recycled will be directed through appropriate recycling streams.
- Items in poor condition or that cannot be reused or recycled will be disposed of as waste.

Liability and compliance

All items are stored at your group's own risk. The SU cannot accept responsibility for lost, stolen, or damaged property. Groups that repeatedly fail to follow these rules may lose access to storage facilities. The SU will carry out regular spot checks of boxes and storage rooms to ensure compliance.

Reporting concerns

Student groups can report any concerns about the organisation or condition of storage spaces to ASK SU. Working together in this way helps us keep the facilities safe, tidy, and fair for everyone.

5. Responsibilities

- **Student groups** are responsible for complying with this policy, ensuring their members follow the rules, and updating their asset register annually.
- **Student staff** are responsible for supporting implementation of this policy by carrying out spot checks, moving items where required, and reporting concerns.
- **Volunteer Support Coordinators** and **Student Voice Coordinators** are responsible for managing misuse, issuing warnings, and enforcing rules on a day-to-day basis.
- The **Volunteer Support Manager** is responsible for overseeing the policy, monitoring compliance overall, and making final decisions on appeals.

6. Appeals

If a student group disagrees with a decision made under this policy — such as a warning, removal of items, or loss of access — they may submit an appeal in writing to the Volunteer Support Manager. The Volunteer Support Manager will review the case and their decision will be final.

7. Review

This policy will be reviewed annually by the **Volunteer Support Manager**, in consultation with student groups who use the facilities. Any changes will be communicated to groups in advance via the SU newsletter or email.