**Date: ……………………/………………………/……………………..**

**Between
&**

|  |
| --- |
| Name: |
| **Students –** Course/Year: |
| **Staff** – Department/Title: |
| Email: |

**SGSU Executive Team**

**Background**

The contents of this document express the terms of use for the Music Room (hereby referred to as The Room) between (User Name) (hereby referred to as The User) and St George’s Students Union. This entitles The User to access for personal use of The Room for 365 days from the above date.

**Agreed Terms**

* The User agrees to report any damage caused to the Room or the contents/equipment to the relevant member of staff within a timely manner and therefore they may be liable at the discretion of the Student Union Executive Officers.
* The User agrees not to consume any food or drink within The Room.
* The User agrees not to let any other persons into The Room who do not have the relevant access/authority to be in The Room.
* The User must put back all equipment that they have used in the correct place.
* If The User leaves their own equipment in The Room it must be clearly labelled with The User’s name and left in the correct place, out of the way and not impeding any other individual’s use of The Room.
* The User must be considerate to other users of The Room and not impede their use of the Room.
* The User agrees to provide proof of identification when prompted by a member of the SGSU Executive Team.

By signing this document The User agrees to act within the Agreed Terms. Any breach of the Agreed Terms that results from The Users behaviour may result in an appropriate fine or exclusion from use of The Room.

**Signed**

............................................................... ..................................................................
(The User) (SGSU Executive)

**SGSU Finance Use Only**

I certify that the payment has been received on …………..…/…………..…/…………..…

**Authorised:** ……………………………………..… **Payment Method: Petty Cash**

**(Office Manager/VP Finance only) Online Payment**

 **Cheque Chq #..…….……….…………**

**Amount Received: £45**