

The Edge Individual Users Guide

2021/2022

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Our Spaces

The Edge Theatre

Our Arts Theatre is suitable for rehearsals and performances across music, theatre and dance, with 204 seats. It's also an ideal space for symposia, conferences and talks. There are 2 dressing rooms and a green room located off stage left, with access also available from the foyer. Both dressing rooms have two lit mirrors, audio show relay from stage and calls from the tech box. Toilets and showers, including disabled, are accessed off the green room.

Weston Studio

The Weston Studio hosts small-scale performances of professional and student work as well as daily workshops and rehearsals. The space is technically equipped to show intimate experimental, contemporary and interdisciplinary work alongside a host of other events from talks to conferences. A lockable dressing room is available off-stage right. The studio has retractable seating banks on one side of the performance space, and the layout of the space can be adapted based on performance needs.

The Edge Event Space

Located just by the café, the event space includes a small stage and is ideal for small casual events and performances, such as open mic nights and workshops.

Rehearsal spaces

We have a number of practice rooms available, including the Ensemble Room, Dance Studio, Fine Art Studio, Music Studio and Choral Practice Room, and small solo practice rooms. These rooms are used for society rehearsals, classes, workshops and individual practice.

Rooms bookable by individuals

Our larger rooms are usually reserved for society and group bookings. The Dance Studio will, however, be bookable by individuals in term time between the hours on 9:00 and 13:00 Monday–Friday. Please email us to enquire about booking this room.

The individual practice rooms available via our booking system are:

- Music Practice Room 1
- Music Practice Room 2
- Buchan Solo Practice Room

- Choral Practice Room

COVID-19 Capacities

Room Name	Room Number	Capacity for session under 2 hours	Capacity for session over 2 hours
Ensemble Room	2.11	60	32
Dance Studio	3.02	60	60
Fine Art Studio	2.03	51	23
Digital Studio	2.02	29	13
Music Studio	2.18	31	14
Choral Practice Room	2.17	6	6
Music Practice Room 1	2.08	3	3
Music Practice Room 2	2.09	3	3
Buchan Solo Practice Room	2.10	4	4
Amplified Practice Room	2.12	16	7

Room Facilities

Pianos are available for use in the following rooms:

- Ensemble Room
- Music Studio
- Choral Practice Room
- Music Practice Room 1
- Music Practice Room 2
- Buchan Solo Practice Room

There is a set of speakers available in the Dance Studio. No other rooms have speakers.

The Dance Studio has a specialist floor which need special care. Please make sure to observe the following rules for this room to prevent the floors from being damaged:

- NO outdoor shoes
- NO thin or stiletto heels. Groups wishing to dance in heels should wear plastic heel protectors
- Tap shoes should ALWAYS be checked to ensure the screws are done up. Loose screws can scratch or gouge the floors

COVID-19 Procedures

Room Use

Each room has a specific COVID-19 normal operating procedure (NOP) document which you must follow. Each room's NOP will also be posted on the door to the room and will be sent to you when you book rooms via our online system.

For all rooms you will need to adhere to the following procedures:

- **Do not exceed room capacity**
- Do not attend any sessions in this room if **you or anyone in your household has any symptoms** (high temperature, new continuous dry cough, loss or change to sense of taste or smell), in which case you should self-isolate according to government guidelines
- Do not obscure any source of ventilation and leave vents open where possible
- After your activity has finished, please **leave all windows and vents open**. This is to ensure maximum ventilation between room use
- You must clean any equipment, furniture or instruments in the room **before and after** use with cleaning products provided
- You are encouraged to **wear face coverings** in our public, indoor spaces and when moving between indoor spaces
- You are encouraged to take regular lateral flow tests

Test And Trace

All students are encouraged to sign into the venue via the NHS COVID-19 app using the QR code posted throughout the building.

Show Procedures

Shows held in the Edge Theatre and Weston Studio will be able to have audiences present at full pre-COVID capacity. Audiences **MUST** wear masks during performances and are encouraged to sign into the venue via the NHS Test and Trace QR code.

Rehearsal Bookings

Edge Membership

If you would like to be able to use the practice rooms at the Edge, you will need to sign up to Edge membership. Edge membership is free for 2021/22 and will be valid for the duration of the academic year.

In order to sign up, please visit our website [here](#)

You will be able to get Edge membership from Monday 27th September. Edge membership will start on Friday October 1st, which is the first date you will be able to access the room booking system.

Booking rehearsals

To book rehearsal time, you will need to use our online room-booking portal called [Agora](#). Once you sign up for membership, you can go to this portal and create an account using the instructions below. We will need to process your membership so your account may take a few days before it works.

The Agora website can be found here: <https://bath10.artifaxagora.com/room-bookings>

Rules for booking

When booking and using practice rooms, please abide by the below rules. **Any breach of these rules may result in a temporary suspension of your society room bookings access or cancellation of society bookings.**

- Individual room bookings are limited to a **maximum of 1 hour per day, 3 hours per week**
- Rooms may be booked between 1 day and 1 week in advance
- Rooms should only be used by the named booker
- Rooms should only be booked as an individual, not under the name of any society
- Rooms should be left in a tidy state after your practice
- All room capacities must be followed
- All COVID measures listed on the doors to the room must be followed
- You must ensure you have an email confirmation of your booking before you access the space

Cancelling bookings

If you are no longer going to use a booked slot, please cancel this as soon as possible, as it allows others the opportunity to use the space.

How to Use Artifax Agora

Creating an account

To create an account, go to the Agora website and click on the “Register” button on the top right corner. Fill in your details with your full name and university email address (NOT a personal email). You will receive an activation link via email to activate your account.

Please note that we need to process your access as an Edge membership holder before you can access the portal, which can take a few days. Until then, you will see a restriction notice when you log in to the space. If your access is still not granted after a week, get in touch with the SU Arts Team.

Navigating Agora

When you access the Agora website, you will see 3 tabs on the top bar.

What's On

- This tab allows you to view all existing bookings in the space
- Use this to find out what spaces are occupied or free
- The selection boxes on the left side of this tab can help you navigate and filter the events you see by time, type or location
- For data protection reasons, you are not able to see any details of bookers for events in this section
- **It is a good idea to check your desired slot is available before booking, or you may have to spend a lot of time searching times in the booking page**

New Booking

- This tab allows you to make a booking
- Instructions on how to do this are below

My bookings

- Use this tab to view your bookings
- Cancel any bookings via the cancel button next to each booking
- Note you cannot edit any bookings made

Making a new booking

To make a new booking follow these steps:

1. Go to the “New Booking” tab
2. Enter the maximum number of people who will need to use the room
3. Select locations you would be interested in
If you would like a specific room, please select that one. Otherwise, select all rooms and you will be shown an available room for the time you would like to book.
4. Select a date and time slot you would like to book
You cannot do a same day booking
5. If the space is available at the time you have requested, a space will be offered
6. In the description field, you **MUST** enter you university username eg. “abc123”.
You MUST enter this correctly or your room access will not work.
 - *Do not use your email format*
 - *Do not add any other text or description in this field*
 - *Do not capitalise*
 - *Double check you have entered this correctly*
7. In the “Customer slot”, leave this set to “Me”
You MUST NOT book as any other society you are a member of
8. Accept the Terms and Conditions
9. Click “Submit”
10. Your slot is now booked and you will receive a confirmation email
Your confirmation email will include details on access, COVID procedures and room use rules. Please read all of this carefully.

Room Access

Bookable Hours

We endeavour to make The Edge as open and accessible to all students who use the space.

The Edge spaces can be booked at the following times

Weekdays 9:00 – 22:00

Saturday 10:00 – 20:00

Sundays 10:00 – 18:00

The Edge Office on level 2 is generally staffed from 9:00 – 17:00 Monday to Friday (excluding bank holidays).

Accessing Booked Rehearsal Rooms

The Edge rooms will be automatically accessible to during the time of your bookings via your library card. Access will only be granted only during the exact times of their bookings (so it won't work if you're early).

This is a new system which is still being trialled, so please bear with us as we work through any bugs. Please report any issues with access via su-arts@bath.ac.uk as this helps us to know what needs fixing.

Troubleshooting steps

If you are struggling to access a booked space, try the following steps:

- Check you're not early (even by a couple of minutes)
- Check that your booking description is your correct university username
- Tapping your library card twice (this can sometimes refresh the system)

For issues with access during office opening hours, please call into the Edge office on level 2. Outside of office opening times, contact Security on 01225 385349.

Things to know about bookings

- Rooms should be left tidy and clear of rubbish
- Fire doors SHOULD NOT be propped open at any time
- Room use operating procedures will be posted on the door and will also be in your booking confirmation email

Any procedures that are not followed, particularly concerning Covid health and safety, may result in your Edge membership being revoked.

Accessing Lockers

If you have an instrument or any equipment in a locker in a different room from the one your activity is taking place in, please follow these guidelines.

- Email the Arts Team with your locker access requirements via su-arts@bath.ac.uk
- Arts Team to propose times to access lockers. All students must adhere to these timings once agreed

General Information

Lockers

The Edge has a variety of lockers that students and societies can hire for the academic year in which to store instruments and/or equipment relevant to their activities in the building. Lockers are located as follows:

Ensemble Room	<ul style="list-style-type: none"> • Instruments of varying sizes for individual use
Digital Studio	<ul style="list-style-type: none"> • Two tall cupboards for shared large instrument use e.g. cello, trumpet
Music Studio	<ul style="list-style-type: none"> • One tall cupboard for shared large instrument use
AMP Room	<ul style="list-style-type: none"> • Instrument storage of varying sizes • As this space is managed by MusicSoc, these lockers will be exclusively for their members

If you have an instrument or any arts-related equipment you need to store, you can hire one of these lockers, which come in a variety of sizes. We only have a limited amount of storage so might not be able to accommodate your request.

You will need to sign a Locker Agreement for the year and pay a £5 deposit, which is refundable at the end of the year if there are no problems with the locker itself.

To find out more about locker hire at The Edge, contact su-arts@bath.ac.uk.

Instrument Loans

We have a variety of instruments for short and long term loan to students. We are in the process of servicing and amending this list of instruments, so they will not be available for Semester 1.

However, please let us know if you are interested in loaning an instrument from us, and we can look into it for you.

Music Tuition

Private music tuition is available at The Edge during term time at a subsidised cost. If you are interested in learning an instrument, or want to practice at an advanced level then you can pick a tutor that's suitable for you and book your lessons in an 8 week block. Our tutors have varying availability so you should be able to find a

time that works with your schedule. Information on the tutors and how to book can be found [here](#).

Edge Programme

Throughout the year the Edge will be host to a variety of workshops, creative courses, events, performances and weekly classes. The programme will provide opportunities to build upon professional arts industry skills as well as a chance to focus on creative wellbeing, socialising and learning new skills. Keep an eye out for newsletters and information from the Arts Team about events, and all opportunities will be listed on the What's On section of the website, and on the Arts page [here](#).

We want The Edge to be a space used by you to achieve any creative endeavour. If you want to try something out, learn from a professional or have a project in mind, please get in touch. We will do all we can to make your requests a reality and help you to utilise the amazing facilities to benefit your creative and academic practice.

Volunteer Ushers

To keep the Edge running in a professional capacity, we need a team of Front of House Ushers and Duty Managers to oversee operations and events. Shows will no longer be staffed by a team of casual ushers. We will be staffing the event from our pool of volunteers. We recommend sharing this amongst your society as an opportunity to watch some great shows, support our venue and support your societies.

The training dates are as follows:

- Tuesday 28th 16:00 – 17:30 @ The Edge
- Thursday 7th 16:00 – 17:30 @ The Edge

If you are interested in getting involved, please sign up [here](#). This is your chance to gain experience working in a professional arts venue. You will be trained under experienced Duty Managers to develop transferable skills such as customer service, communication and organisational skills. You will have the opportunity to gain qualifications in First Aid and Fire Marshal training and the chance to see student and professional productions at The Edge.

Key Contacts

Information about the SU Arts and the Edge can be found via our website pages at thesubath.com/arts.

SU Staff Contact List			
SU Arts	General inbox	su-arts@bath.ac.uk	<ul style="list-style-type: none"> • Event schedules • Show/event queries • General queries
Alex Clarke	Arts Development Manager	ahlc21@bath.ac.uk	<ul style="list-style-type: none"> • Additional rehearsal bookings, including weekends • Arts Development Fund
Lily Bearwish	Social and Recreational Arts Coordinator	lab201@bath.ac.uk	<ul style="list-style-type: none"> • Instrument Loans • Locker hire • Tuition & classes
Claire Worrall	Lead Technician	cw887@bath.ac.uk	<ul style="list-style-type: none"> • Tech hire queries • Risk Assessments • Booking a Duty Technician • Technical guidance and support
Societies	General Inbox	susocieties@bath.ac.uk	<ul style="list-style-type: none"> • Event planner queries or problems • Setting up online products
Carmela Lear	Societies Coordinator	cl291@bath.ac.uk	<ul style="list-style-type: none"> • Retrieving results for online elections • Booking coaches • Setting membership prices • Administration duties

Zoë Paumelle	Activities Officer	suactivities@bath.ac.uk	Student representative regarding societies, volunteering and sustainability
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