



**THE
EDGE**

The Edge Individual Users Guide

2022/2023

su-arts@bath.ac.uk

thesubath.com/arts

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Rehearsal Spaces

Opening 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
- Bank holidays CLOSED

The Edge Office on level 2 is generally staffed from 10:00 – 16:00 Monday to Friday (excluding bank holidays).

The su-arts@bath.ac.uk inbox is monitored 10:00 – 16:00 Monday to Friday (excluding bank holidays).

Rooms bookable by individuals

Solo Practice Rooms are bookable through our automated online system to all individuals with Edge Membership

Our larger rooms are usually reserved for society and group bookings. The Dance Studio and Music Studio will, however, be bookable by individuals. Please email us to enquire about booking this room.

The individual practice rooms available:

Room Name	Capacity	Facilities Available	How to book
Choral Practice Room	10	Piano	Online
Music Practice Room 1	6	Piano	Online
Music Practice Room 2	6	Piano	Online
Buchan Solo Practice Room	6	Piano	Online
Music Studio	40	Piano	Email
Dance Studio	60	Speakers	Email

The Amp Room

The Amp Room serves as a band room for MusicSoc and it for their exclusive use. It cannot be booked with Edge Membership, you must be a member of MusicSoc to book and use it.

Use of the space and all the equipment within is managed by MusicSoc, so contact them if you would like to know more. You can find their SU webpage [here](#)

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 2022/23 and will be valid for the duration of the academic year.

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

Edge membership will start on Monday August 1st, which is the first date you will be able to access the room booking system.

When you sign up for membership, please be aware that this can take up to a week to process. **You will not be able to access the online booking system or book rooms until your membership is processed.** You will receive a confirmation email once your membership has been processed.

Rules for Use

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 room bookings access or cancellation of membership.**

Time Limits

- Individual room bookings are limited to a maximum of 2 hours per day, 4 hours per week
- Rooms may be booked between 1 day and 1 week in advance

Room Rules

- No food or drinks other than water are permitted
- Rooms should be left in a tidy state after your practice
- All room capacities must be followed
- Fire doors must not be propped open
- You must ensure you have a confirmed booking before you access the space
- Room use operating procedures will be posted on the door and will also be in your booking confirmation email

Group use Rules

- Each booking must be under a single named booker
- Rooms should only be booked as an individual, not under the name of any society
- Small groups may utilise the space, so long as all users have Edge Membership and they are within room capacities
- Societies have their own separate booking system, and society bookings **MUST** be made by committees, not utilising the individual booking system.

Dance Studio Floor

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

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 book

By Email

The Music Studio and dance Studio are only bookable via email (not via our online system). To book, make sure you have a confirmed Edge Membership then contact su-arts@bath.ac.uk

When emailing, please include:

- Your name and username
- The space you would like to book
- The date and time you would like to book

You can check availability of the Dance Studio and Music Studio on Agora (see “Navigating Agora” guidance below), so please find an available time before contacting us.

Using the Online Agora System

To book rehearsal time, you will need to use our online room-booking portal called [Agora](#). Once you sign up for membership and have received confirmation, you can go to this portal and create an account using the instructions below.

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

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. **Please note slots shown are bookings, NOT free spaces**
- 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. Otherwise, select all rooms and you will be offered an available room for the time.
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 your 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*
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 and room use rules. Please read all of this carefully.

Room Access

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).

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.

Locker Hire

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 and to pay your deposit, see our webpage [here](#).

Once you have paid your deposit, please contact su-arts@bath.ac.uk and we will allocate you an appropriate space

Accessing Lockers

You will be given room access on your library card to the room in which your instrument is stored. This is to access your locker ONLY. **You must still book space via the Edge membership process if you would like a practice slot.**

As our rooms are very in use, please be considerate when accessing the space. Try to avoid times when the room is in use, and ask politely if trying to get an instrument from if others are using it.

The 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.

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.

Workshops

We run a programme of workshops throughout the year centred around wellbeing and mindfulness that will allow students to explore a range of creative skills through various art forms. We aim to make workshops accessible to any level of experience, so you can always come and try new things.

You can find out about upcoming workshop on our What's On page and find more information [here](#).

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 each semester. 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](#).

Dance Classes

We hold a programme of regular dance classes throughout each semester with a taster session at the start for those wanting to try it out. This year, ballet and jazz classes will be available with our professional tutor, Georgia Delve. Information and bookings for dance classes can be found [here](#)

Shows and Events

We have a full calendar of events throughout the year, often put on buy our student groups. This includes performances in our theatre and studio spaces, as well as other workshops, taster sessions, film screening and more.

You can find our What's On page [here](#) to know more about what there is to do

Opportunities

Casual Staff Team

To keep the Edge running in a professional capacity, we need a team of Front of House Usher, Duty Managers, and Technicians to oversee operations and events. Shows will no longer be staffed by a team of casual ushers. Being part of our team is an exciting opportunity to facilitate student performances and support SU and University events. We run full training for all these roles, which allow you to learn transferable skills in a creative environment. We recommend sharing this amongst your society as an opportunity to watch some great shows, support our venue and support your societies.

If you are interested in learning more about these roles, please see our webpage [here](#)

Arts Scholarships

The SU and University have a joint Arts Scholarship programme which supports students keen to develop their arts interest alongside their studies.

The Arts Scholarship programme supports students who are keen to develop their individual arts interests alongside their studies. Successful applicants to the programme will receive £1000 a year and be part of the scholar network, collaborating with like-minded peers and performing at various community and University events.

You can find out more and apply [here](#)

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"> • General queries • Rehearsal bookings • Event planners • Show/event queries
Jade Taylor	Arts Administrator	Jt2484@bath.ac.uk	<ul style="list-style-type: none"> • Ticketing queries • Locker hire • Finance forms • Product requests
Alex Clarke	Arts Development Manager	ahlc21@bath.ac.uk	<ul style="list-style-type: none"> • Arts Scholarships • Arts Development Fund and other Fundraising source • General Arts Feedback • Wider society issues
Callie Edwards	Social and Recreational Arts Coordinator	cjae21@bath.ac.uk	<ul style="list-style-type: none"> • Music Tuition • Dance Classes • Workshops and other programming • Front of House Team
Claire Worrall	Technical Co-ordinator	cw887@bath.ac.uk	<ul style="list-style-type: none"> • Tech hire queries • Risk Assessments • Booking a Duty Technician • Technical guidance and support • Equipment and building maintenance
Societies	General Inbox	susocieties@bath.ac.uk	<ul style="list-style-type: none"> • Elections • General Society Queries

Viktor Toshev	Activities Officer	suactivities@bath.ac.uk	<ul style="list-style-type: none">• Student representative regarding societies, volunteering and sustainability
SU Finance	General inbox	Sufinance@bath.ac.uk	<ul style="list-style-type: none">• Payments and invoices• Society financial support