

Self-led use of The Edge during term time

A draft of options for room entry and booking for Students and Staff in 2019

Introduction

This document is a **draft** and all proposals outlined are only suggestions at this stage. We are open to feedback from the student community and staff users of The Edge and will work with you to adapt this proposal as and where needed.

In order to deliver a good service and ensure continued access to The Edge, we need to find ways to operate more efficiently. As a result, we have put together the below proposal to address how users might book rooms for self-led activity. We will also examine room entry and general access to The Edge.

Please submit your feedback, additional ideas or alternative suggestions on the ideas outlined here by Thursday 29th November. **You can do so in the following ways:**

- By email to edge-info@bath.ac.uk
- On our facebook post about this topic (<https://www.facebook.com/EdgeArtsBath/>)
- In person at a focus group (further details below)

Focus Group date	Focus Group topic	Time/Location
Weds 21 st November	Membership Cards / Room Entry / Room Use	4-5.30pm / The Edge 2 nd floor meeting room
Weds 28 th November	Self Service booking / T&Cs	4-5.30pm / The Edge 2 nd floor meeting room

We would encourage you to participate in these focus groups if possible, as this provides an opportunity to speak to us in person about these proposals and ask any questions you might have.

Why are we doing this?

An increasingly popular centre on campus, one of The Edge's functions is to offer space for students and staff to book and be creative. This is what we mean by self-led. The University of Bath has a great tradition of stimulating and supporting the creativity of its community, and The Edge will continue to facilitate this.

However for 18-19, the University has asked The Edge to be more cost-effective. This means exploring the ways in which we can continue to offer a vibrant and wonderful arts centre, that everyone loves, more efficiently and in a more streamlined manner.

Currently, The Edge requires a person stationed in the foyer for 75 hours each week during term time to grant room entry and assist with ad-hoc bookings. This hugely increases our running costs so we need to adapt the current system with your input.

A more automated system could grant users the ability to book space without needing to email or visit The Edge. It could also – provided safe and secure use of the building isn't compromised – reduce the current need for The Edge staff to facilitate room entry.

What are we envisaging?

Below are some options we'd like to look at with you, in relation to self-led arts activity:

- 1. Edge Membership (individuals):** For individual users we propose to introduce an Edge Membership system (replacing the current unbalanced card system) covering those interested to book the Dance Studio, Art Studio, Digital Studio, Music Studio, Choral and Individual Practice rooms. For a small fee access to these rooms will be granted on library cards at the beginning of each semester. Paying the fee would give you access to a self-service booking system where you will be able to book 1hr slots in these rooms online, up to 7 days in advance.

Type of Membership	Cost	Allows use of
Studio Member	£6 per term	Dance Studio, Digital Studio, Art Studio
Music Member	£15 per year	Music Studio, x3 Individual Practice Rooms, Choral Room & Ensemble Room*

Income we receive from membership will go towards covering the cost of the booking system plus things like room wear and tear, piano tuning, piano depreciation.

Terms and conditions will be issued on purchase via The Edge website regarding respectful and tidy use of space, with anyone not doing so risking their room entry being restricted or rescinded.

We outline how the above might work for the rest of 18-19 year before the summary at the end of this document.

- 2. Student Society Room Use:** Student societies currently book space via an SU and Edge facilitated booking window that opens in March and closes in April annually for the academic year ahead. This is in order for them to receive priority booking from what's available.

Society preferred hours for bookings are weekday evenings, Wednesday afternoons and weekends during term time across the following spaces: Theatre, Weston, Ensemble

Room, Dance Studio, Art Studio, Music Studio. On average 56% from what's available in these spaces during these times (during term time) are booked in advance by societies.

Term time society usage at The Edge

Space Type	Hrs Available (fr Mon-Fri 5-10pm, Weds 2-5pm, Sat 10-8, Sun 10-6)	Hrs Booked by SU (fr Mon-Fri 5-10pm, Weds 2-5pm, Sat 10- 8, Sun 10-6)	Percentage used by SU Societies
Dance Studio, Music Studio, Art Studio, Ensemble Room	4784	2464	51%
Theatre, Weston Studio Theatre	2916*	1785	61%

*This figure includes availability Thurs & Fri 8am – 5pm and excludes Mon & Tues eves in Theatre

From this availability (in these spaces at these times), we do not propose to change or charge anything, provided advance booking (across societies) stays under 60%. This is in keeping with outcomes from the SU's interest for more space at The Edge in 17-18 (through their Top 10 agenda). We will also waiver existing piano use agreements provided societies are respectful of space.

For room entry, societies would need to recommend 5 members per year for library card access with exception of CHAOS, who may require more given the size of its membership. Access would be granted on library cards in early October.

A special option is offered to Music Soc below re: Amp Room

Should Societies then wish to book ad-hoc space within the year in addition to their advance bookings, we propose they purchase an Edge Group Membership card outlined in 3. below.

Summary table

Booking rooms (in advance)	Rooms covered	Cost	Booking rooms (on spec)
Annually in between March and April for upcoming academic year (as currently facilitated by The Edge and SU)	Theatre, Weston, Ensemble Room, Dance Studio, Art Studio, Music Studio	Free provided does not exceed 60% of available hrs	Done via Group Membership Rooms covered: Ensemble Room, Dance Studio, Art Studio, Music Studio

2.1 Music Soc and the Amp Room: Use of the Amp Room has traditionally been enjoyed by a number of users both individual, non-SU affiliated groups and by Music Soc. We propose to change this such that between the months of October and May Music Soc together with The Edge are the only users of the space (accepting locker related caveats). This means Music Soc can set up music equipment in this space for the duration of term as suits, and be more confident that their equipment such as the drum kit and amps will not be at risk from other users.

We propose not to charge Music Soc for this at this time as a pilot exercise.

We do propose some small print to this however as below:

1. Music Soc's access to the Amp Room would be via cards administrated by The Edge, not via library cards
2. Between June and September all Music Soc equipment would need to be packed down and stored in lockers, not left out in the Amp Room and T&Cs would need to be signed to this effect.

Summary table

Room / Time	Room Users	Cost	Access
Amp Room Mon - Sun (October to May)	Music Soc (plus The Edge for scholar rehearsal at agreed times)	Free (Trial for rest of 17-18 and 18-19)	Via Edge issued cards

3. **Edge Group Memberships:** These would function in a similar way to individual memberships, as detailed above, with key difference permitting up to 2 hours to be booked at any one time no more than twice per week. Only one membership card/booking system access per group would be issued.

Type of Membership	Cost	Allows use of
Group Membership Standard	£36 per year	Dance Studio, Art Studio, Music Studio, Ensemble Room Up to two sessions per week

4. **Pianos:** The (baby) Grand Piano currently in the Ensemble Room will return to the Music Studio. Each Individual Practice Room will have an upright piano sited in it, including Practice Room 2, which previously has had the electric drum kit and low usage.

Room Entry/Use overall



The table below summarizes room by room the entry arrangements we would like to explore with you and receive your feedback on linked to the above. Like everything else listed, these are suggestions and we want to hear your views.

We would like to introduce ideas like these from the start of Spring 2019 term, so are keen to know the pros and cons of doing so from your perspective. We have listed a few of these already to get you started.

Room	Suggested option	Pros/Cons
Membership Related		
Dance Studio	<ul style="list-style-type: none"> -Bookable ad-hoc by Members (Studio & Group only) via self-service system EXCLUDING DANCE CLASS TIMES up to 7 days in advance -Entry via library card access -Also bookable in advance by Dance Soc and other societies during preceding academic year 	<p>Pros:</p> <ul style="list-style-type: none"> Room booking for individuals and non-affiliated groups done remotely Access via library card, granted on receipt of payment and agreeing to T&Cs <p>Cons:</p> <ul style="list-style-type: none"> Introduces new costs to individual users
Music Studio	<ul style="list-style-type: none"> -Bookable by Members (Music & Group only) via self-service system up to 7 days in advance -Entry via library card access -Also bookable in advance by CHAOS and other societies during preceding academic year 	<p>Pros:</p> <ul style="list-style-type: none"> As above <p>Cons:</p> <ul style="list-style-type: none"> Introduces new costs to group users who often use this space such as University Choir and Aquapella
Art Studio	<ul style="list-style-type: none"> -Bookable ad-hoc by Members (Studio & Group only) via self-service system -EXCLUDING ART CLASS & EDGE COMMUNITY EVENT SLOTS up to 7 days in advance -Entry via library card access -Also bookable in advance by Fine Art Soc and other societies during preceding academic year 	



Individual Practice Rooms	<ul style="list-style-type: none"> -Bookable by Members (Music only) via self-service system Entry via library card access 	
Choral Room	<ul style="list-style-type: none"> -Bookable by Members (Music only) via self-service system who sign additional T&Cs re: Kawai piano -Entry via library card access 	
Other		
Amp Room	<ul style="list-style-type: none"> - Room entry administrated by Music Soc* *With exception of The Edge rehearsals for scholars (as per annual bookings) -Entry via cards issued by The Edge 	<p>Pros:</p> <ul style="list-style-type: none"> -Means Music Soc can set up space more permanently -Allays Music Soc worries over equipment <p>Cons:</p> <ul style="list-style-type: none"> -Reduces practice options for individual users and quartet/small group use -Cello locker users also to get access? - Agreeing inventory when spaces used by Edge scholars?
Ensemble Room	<ul style="list-style-type: none"> -Available from Mon-Fri after 5pm, Wednesdays after 2pm and Sundays after 2pm for Societies only via library card access -*Available Saturday all day and Sun AM for bookings by Membership (Music & Group) holders 	<p>Cons:</p> <ul style="list-style-type: none"> -Reduces practice time for individual users and quartet/small group use -Locker access needs to be considered
Weston Studio Theatre	<ul style="list-style-type: none"> -Available in advance for Society bookings only -Access via library card 	<p>Cons:</p> <ul style="list-style-type: none"> -Could cause issues if room entry isn't supervised
Edge Theatre	<ul style="list-style-type: none"> -Available in advance for Society bookings only 	



	-Access via library card from 2019 with additional access for BTS Soc	
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Timetable for introducing these ideas

We would like to start implementing any ideas agreed with you at the start of the Spring 2019 term, potentially introducing the Studio Membership for individual users then.

Existing Music Practice Card holders (having already paid for the year up front) would have access granted to their library cards at the start of Spring 2019 also.

We would like to introduce the move of the pianos by the end of 2018

Pending feedback we would not introduce Group Memberships until October 2019, finding ways to facilitate ad-hoc group enquires as current for remainder of 18-19

Ad-hoc bookings for Societies we'd seek to continue facilitating as presently for remainder of 18-19, before requesting this is done via Group Memberships from October 2019.

Summary

Being more efficient will never dampen our enthusiasm for supporting the creativity of our campus community. We hope that these ideas do not dampen your enthusiasm to use The Edge and work with us. If they do, then now is the time we'd like to hear from you!

Maybe you have alternative ideas that are just as efficient and are better than ours? If you think this is the case then we'd like to hear from you too!

Please also attend the focus groups and come and work with us on brainstorming the topics outlined.

Wherever we get to, our ambition remains to provide quality opportunities for students to explore their artistic potential. This is of great importance to us, and will never diminish.

We hope to hear from you soon.