**Drumkit: Committee Expectations**

Following on from the feedback from several societies, Your Students’ Union has purchased a drumkit for societies who wish to use it in their events and performances. By booking the drum kit you agree to using the drum kit with appropriate care and attention to safety. You also understand that if you purposefully damage or lose items of the drum kit you may be liable to pay a fine or replace damaged/ missing items.

**Assembling the drumkit**

The drumkit has already been put together. However, to fully assemble it. The kit does come with instructions to give you an idea of how to do it.

If the instructions are not there. A handy video from the company is also available [How to set-up the BDK-1 Drum Kit Demo - YouTube](https://www.youtube.com/watch?v=kCCGxZoZaLk&t=3s)

You will also need to tune it correctly with the Drum Key which comes included.

**How to book it**

To book the drumkit you must do the following…

* When filling out an event form please state in the form that you wish to use it for your event. As well as completing a resource request form.
* Your coordinator will check to see if the drumkit is available as the usage of this will be done based on an approved activity request. This will operate as a first come first serve basis. You will be informed if it is unavailable.

Please note: This can only be during the working week (Mon-Fri), permission will not be given for weekend or bank holiday events.

**Where is collection and drop off?**

Provided that the drumkit is available. Your coordinator will arrange with you when to collect it on the day of your event. If this will be after 5PM then the following will happen…

* When collecting the drumkit please speak to a member of student staff on the welcome desk and show your resource booking confirmation to collect it.
* After your event has finished you will pack up and drop the drumkit back off in 1.24. Two members of your committee will be given access to this room, but please work with other committee members to safely transport it back into this room. Please take a photo of where you have left the drumkit and send it to, your coordinator as proof of dropping it off.

**Committee expectations and usage**

* As multiple societies will be wanting to use the drumkit. Please take care during usage and when transporting it. Your Students’ Union has bought transportation protective bags to ensure that it can be safely transported without damage. However, if the drumkit is damaged and a replacement is needed, this will come out of your society budget. So please take care and inform members of this.
* Please do not lose the Drum Key, this is important for people to tune the drum kit. If you lose this you will be expected to provide a replacement
* Please do not move or transport the drumkit alone. The equipment is heavy, please work with the rest of your committee to safely transport this to your event.
* Only members are allowed to use it. External stakeholders are not permitted to use it.
* Once your event has finished and you have packed it away in its bags, please take it immediately to 1.24 to drop it off and take a picture as proof of drop off to send to your coordinator.
* If you notice that the drumkit is damaged or scratched before using it. Please take a picture and inform your coordinator. If there is a scratch it is likely we will already be aware of it.
* If you do accidentally damage it and cause a scratch, that is okay. Please still inform your coordinator, we know accidents do and can happen. However, we still wish to be told so we can keep an eye on it.