

MUSIC, SOUND & PERFORMING ARTS SPECIALIST SPACES, EQUIPMENT AND FACILITIES AGREEMENT

Academic Year 2026/27

[September 2026]
MPA Learning Support
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MPA Support Centre, CC-LSA510

1. Purpose

This document – Music & Performing Arts (MPA) Specialist Spaces, Equipment and Facilities Agreement – ("MPA Agreement") sets out the responsibilities, expectations, terms, and conditions for the use of Music & Performing Arts resources – including facilities, equipment and specialist learning spaces – at Leeds Beckett University.

The purpose of this Agreement is to:

- Keep all Users safe.
- Protect University facilities, equipment and resources.
- Ensure fair access to shared spaces.
- Support teaching/learning, rehearsal, performance and creative practice.
- Promote professional behaviours expected within industry-standard environments.
- Minimise disruption to other Users.
- Ensure compliance with University policies, legal requirements and Health & Safety obligations.

Access to Specialist Spaces and Equipment is a privilege provided to support teaching/learning. Access may be restricted, suspended or withdrawn where the MPA Agreement is not followed.

This MPA Agreement supersedes any previous local guidance, verbal instructions or informal arrangements relating to the use of Music & Performing Arts Specialist Spaces and Equipment.

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2. Scope

The MPA Agreement applies to:

- Students.
- Staff.
- Associates.
- Visiting practitioners.
- Approved collaborators.
- Any person accessing MPA Specialist Spaces under the authority of an authorised User.

The MPA Agreement applies to:

- Rehearsal rooms
- Recording studios
- Theatre spaces
- Performance venues
- Editing suites
- Production spaces
- Acoustic spaces
- Teaching rooms
- Specialist facilities
- University equipment
- Loan equipment
- Activities undertaken both on and off campus

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3. Definitions

“Specialist Space”

Any Music & Performing Arts rehearsal room, recording studio, theatre, production space, teaching room, performance area, editing suite or specialist facility managed by Leeds Beckett University.

“Equipment”

Any University-owned equipment provided to support teaching/learning, assessment, performance, recording, rehearsal, production or research activity. This includes all associated components including:

- Cables
- Power supplies
- Cases
- Adaptors
- Stands
- Memory cards
- Interfaces
- Connectors
- Accessories

Missing accessories are considered missing equipment.

“User”

A student, member of staff, associate or other authorised individual who has completed any required training and has permission to access Specialist Spaces and Equipment.

“Collaborator”

Any individual attending a Specialist Space alongside a User, including performers, musicians, actors, participants, visitors or external contributors.

“Learning Support”

The Music & Performing Arts Learning Support Team facilitate and manage teaching/learning resources with responsibility for:

- Managing bookings;
- Issuing equipment;
- Providing induction or demonstration;
- Maintaining facilities;
- Asset management;
- Supporting teaching;
- Monitoring safe use;
- Advising on appropriate working practices.

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4. Your Responsibilities

By using Specialist Spaces or Equipment you agree to:

You must:

- Complete all required inductions and training.
- Follow University rules and procedures.
- Follow Health & Safety requirements.
- Follow the instructions of University staff and contracted representatives.
- Use facilities responsibly.
- Treat staff, students and visitors respectfully.
- Report damage, faults and safety concerns immediately.
- Use equipment only for its intended purpose.
- Supervise visitors and Collaborators.
- Leave facilities clean, tidy and secure.

You must not:

- Use equipment that you have not been trained to use.
- Carry out activities that create unnecessary risk.
- Use facilities for unauthorised purposes.
- Ignore safety instructions.
- Share access credentials.
- Use another person's booking.
- Allow another person to use your booking.

Failure to follow these responsibilities may result in access restrictions or disciplinary action.

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5. Buildings, Opening Hours and Access

Building opening hours may vary throughout the academic year.

Access to Specialist Spaces is subject to:

- Building opening hours.
- Staff availability.
- Maintenance requirements.
- Health & Safety requirements.
- Security considerations.
- Timetabled teaching.
- University events.
- Emergency situations.

The University reserves the right to restrict access without notice where a legitimate operational, safety or security requirement exists.

Access to Specialist Spaces must never be assumed; a valid booking does not guarantee access if the building itself is unavailable.

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6. Specialist Space Access

Independent use of Specialist Spaces is only permitted after completion of required inductions.

Some Specialist Spaces require additional training before access is granted.

Users must only access spaces they have been authorised to use.

Unauthorised entry into staff-only areas, technical rooms, workshops, storage spaces or restricted facilities is prohibited.

Where spaces are locked, users must not attempt to gain access without authorisation.

Users must observe and comply with all local signage.

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7. Bookings

A valid booking is required whenever using Specialist Spaces outside of scheduled teaching activity.

Bookings must:

- Be made through the designated University system: *MPA Bookings*
- Be made only by authorised Users
- Be used only by the person making the booking
- Reflect the intended activity accurately
- Include full details of all visitors and their role

Bookings are personal and non-transferable. This ensures Learning Support knows who is responsible for the space, who has completed the required training, and who must be contacted if an incident occurs.

You must not:

- Book spaces on behalf of someone else.
- Allow another student to use your booking.
- Share booking credentials.
- Misrepresent the nature of your activity.

Repeated misuse of bookings may result in suspension of booking privileges.

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8. Attendance and Good Booking Practice

Users must arrive promptly for bookings.

Users must vacate Specialist Spaces before the end of their allotted booking period unless permission has been obtained.

Users must cancel bookings they no longer require.

The University may monitor booking usage to ensure facilities are used effectively.

Repeated:

- No-shows
- Late arrivals
- Early departures
- Booking abuse

may result in:

- Warnings
- Booking restrictions
- Suspension of independent access

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9. Visitors and Collaborators

Users may bring Collaborators into Specialist Spaces only where their attendance directly supports approved academic activity.

The User making the booking accepts responsibility for everyone present during their booking.

This includes ensuring Collaborators:

- Follow the MPA Agreement.
- Comply with Health & Safety procedures.
- Behave respectfully.
- Follow staff instructions.
- Leave when instructed.

Any breach committed by a Collaborator may be treated as a breach committed by the User who made the booking.

External visitors must comply with University visitor procedures.

Visitors must not be left unattended.

Visitors must not access facilities independently.

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10. Young Persons and Safeguarding

Individuals under 18 years of age must not enter Specialist Spaces without prior written approval from authorised University staff.

A suitable and sufficient risk assessment may need to be produced for young children who are engaging with the university

Children and young persons must not attend rehearsals, recordings, independent study sessions or other activities without appropriate safeguarding arrangements being approved in advance.

Safeguarding requirements take precedence over all booking arrangements.

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11. Security

Security is everyone's responsibility.

Leeds School of Arts building is based at City Campus, in the heart of Leeds – so we must all be vigilant.

Users must:

- Challenge unsafe behaviour where appropriate.
- Report unauthorised access.
- Protect University facilities.

Users must not:

- Share access cards.
- Share swipe cards.
- Share PIN codes.
- Share passwords.
- Share booking credentials.
- Hold secure doors open for unknown persons.
- Allow tailgating into restricted areas.
- Circumvent access control measures.

Specialist Spaces must never be left unsecured while occupied under your booking.

If you observe suspicious activity, notify Security or Learning Support immediately.

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12. Use of Specialist Spaces

Users must:

- Use spaces for approved activities *only*.
- Follow local room instructions.
- Respect neighbouring teaching and learning.
- Control noise appropriately.
- Keep emergency routes clear.
- Use facilities professionally.

Users must not:

- Damage infrastructure.
- Tamper with building systems.
- Disable safety systems.
- Interfere with another booking.
- Obstruct access routes.
- Create unnecessary disruption.

In Music Specialist Spaces, Users must:

- Avoid clipping equipment
- Use microphones correctly
- Avoid moving acoustic treatment
- Return patching to default – where instructed
- Zero consoles and turn off Phantom Power
- Report damaged cables immediately

In Performing Arts Specialist Space, Users must:

- Not affix items to the walls
- Not access lighting grids
- Not climb scenery
- Not use access equipment

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13. Respecting Shared Spaces

All Specialist Spaces are shared resources.

Users must:

- Respect the needs of others
- Keep noise appropriate.
- Avoid unnecessary disruption.
- Respect timetable requirements and neighbouring teaching sessions.
- Allow time for room changeovers.
- Leave facilities ready for the next User.
- Not interfere with other bookings
- Leave sufficient time for changeover between bookings
- Remove all rubbish
- Return furniture and equipment to their original positions
- Switch off lights, amplifiers, monitors and other equipment where instructed
- Ensure the room is left secure
- Follow staff instructions
- Work safely
- Report damage and faults immediately
- Keep rooms tidy
- Supervise visitors
- Use equipment correctly

Professional behaviour is always expected.

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14. Equipment Use

Users are responsible for all equipment:

- Loaned to them.
- Allocated to their booking.
- Present in their room during their booking.

Before use you must:

- Check equipment is complete.
- Check equipment is safe.
- Check accessories are present.
- Report issues immediately.

After use you must:

- Return equipment correctly.
- Report faults.
- Report damage.
- Report missing items.

Failure to report known faults may itself be considered a breach of the MPA Agreement.

Users are responsible for all equipment in their care – loaned or in situ- including items used by their Collaborators.

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15. Equipment Care and Prohibited Activities

Users must not:

- Attempt repairs.
- Open equipment.
- Modify equipment.
- Remove labels.
- Remove asset tags.
- Install software.
- Install hardware.
- Bypass safety devices.
- Use defective equipment.

Equipment showing signs of damage must be withdrawn from use and reported immediately.

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16. Personal Equipment

Personal equipment may be used only when:

- It is safe.
- It is appropriate for the task.
- It does not create additional risk.

Learning Support reserves the right to prohibit equipment considered unsafe.

Electrical equipment may require PAT testing before use.

Personal property is brought onto campus entirely at the owner's risk.

The University accepts no liability for loss, theft or damage.

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17. Leaving a Specialist Space

Before leaving you must:

- Remove all rubbish.
- Remove all personal belongings.
- Return furniture to its original position.
- Return equipment to its correct location.
- Return stands and accessories.
- Coil cables safely.
- Power down equipment where instructed.
- Close windows where applicable.
- Turn off lights.
- Leave the space secure.

Specialist Spaces must be left ready for immediate use by the next User.

If staff repeatedly need to reset rooms after your use, access privileges may be reviewed.

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18. Loan Working

Avoid loan working- solo activities must be avoided.

Always follow good working practices by using the appropriate equipment, seeking assistance from partners or colleagues when needed, and only carrying out activities that are within your level of competence and assessed as low risk.

Adopt safe working practices by using available support, involving colleagues where appropriate, and only undertaking low-risk activities.

If a task is deemed medium/high risk, and cannot be completed safely, stop and seek advice or support before proceeding. Do not proceed with any task that cannot be completed safely without appropriate assistance or controls.

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19. Recording, Photography, Copyright and Data Protection

Users remain responsible for complying with:

- Copyright legislation.
- Data Protection legislation.
- Privacy obligations.
- Ethical requirements.
- University policies.

Users must:

- Obtain appropriate consent.
- Respect privacy.
- Respect intellectual property.
- Manage recordings responsibly.

Users must not:

- Record individuals without appropriate permission.
- Distribute recordings unlawfully.
- Misuse recorded material.

Responsibility for legal compliance remains with the User carrying out the activity.

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20. Commercial Activity

University facilities exist primarily to support teaching/learning and approved academic activity.

The following activities require prior written approval:

- Commercial recording sessions.
- Paid rehearsals.
- Client work.
- Freelance work.
- Commissioned projects.
- Paid tuition.
- Business activities.
- Monetised online content.
- Commercial production work.
- Facility hire to third parties.

If you are unsure whether activity is commercial, ask Learning Support before proceeding.

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21. Health and Safety

Every User has a duty to take reasonable care of:

- Their own health and safety.
- The health and safety of others.
- University facilities.
- University equipment.

No academic outcome is more important than safety.

If an activity cannot be carried out safely, it must not proceed.

Every User has a duty to take reasonable care of their own health and safety and that of anyone who may be affected by their actions.

If an activity cannot be carried out safely, it must not proceed.

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22. Risk Assessments

Users must comply with all relevant Risk Assessments.

Appendix A identifies risks associated with Specialist Spaces.

Appendix B identifies risks associated with Equipment Loans.

You can find these documents here: www.mpasupport.info/RAMS

Where activities fall outside established Risk Assessments, further assessment may be required before activity takes place.

The individual proposing the activity is responsible for ensuring appropriate controls are implemented.

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23. Reporting Problems

The following must be reported immediately:

- Damage.
- Missing equipment.
- Faults.
- Unsafe behaviour.
- Near misses.
- Accidents.
- Security concerns.
- Fire safety concerns.
- Electrical issues.
- Unauthorised access.

Failure to report known issues may be treated as a breach of the MPA Agreement.

Please report any conduct issues to the relevant persons:

- Student misconduct – Course Director(s)
- Academic Staff misconduct – Head of Subject
- Support Staff misconduct – Head of Learning Support

An anonymous feedback form is available for all other comments: www.mpasupport.info/feedback

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24. Emergencies

Signage is displayed across the Leeds School of Arts building, advising on current emergency procedures.

Fire

If you discover a fire:

- Activate the nearest fire alarm call point.
- Leave the building immediately.
- Congregate at the Muster Point – on the concourse adjacent to Café Nero, on Calverley Street

If the alarm sounds:

- Stop work immediately.
- Leave by the nearest safe exit.
- Do not collect belongings.
- Proceed directly to the Assembly Point.

Do not re-enter until authorised.

First Aid

All accidents must be reported:

- First Aiders can be contacted by calling 0113 812 8888
- Security staff are trained first aiders – they can be contacted by calling 0113 812 4444
- A First Aid Kit and AED are available at LSA Reception.

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25. Additional Access Requirements

Users requiring assistance during an emergency evacuation must inform the University before undertaking activity.

Users are responsible for considering the needs of any Collaborators they bring into facilities.

Advice regarding evacuation planning and support arrangements must be sought in advance.

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26. Off-Site Activity

Before undertaking off-site activity, Users must ensure:

- Permissions have been obtained.
- Risks have been assessed.
- Equipment is suitable.
- Participants are briefed.
- Emergency arrangements are understood.

You must consider:

- Traffic.
- Water.
- Weather.
- Public interaction.
- Lone working.
- Lighting.
- Tides.
- Terrain.
- Security.
- Public safety.

Activities must not continue where risks cannot be adequately controlled.

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27. Conduct and Professional Behaviour

Users and Collaborators must:

- Arrive prepared
- Respect the bookings process
- Communicate appropriately with staff
- Look after shared resources
- Behaving as you would in a professional venue or recording studio
- Remain professional.
- Respect others.
- Act responsibly.

The following will not be tolerated:

- Harassment.
- Bullying.
- Discrimination.
- Abusive behaviour.
- Aggressive behaviour.
- Threatening behaviour.
- Vandalism.
- Deliberate misuse of facilities.
- Disregard for the MPA Agreement

Everyone using Specialist Spaces has the right to work in an environment that is safe, inclusive and respectful.

Users must comply with reasonable instructions from:

- University staff.
- Security personnel.
- Learning Support staff.
- Approved contractors.

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28. Breaches and Enforcement

Failure to comply with the MPA Agreement may result in:

Informal Action

- Advice.
- Guidance.
- Additional training.

Formal Action

- Verbal warning.
- Written warning.
- Booking restrictions.
- Equipment restrictions.
- Cancellation of bookings.

Significant Action

- Withdrawal of independent access.
- Temporary suspension.
- Recovery of replacement costs.
- Recovery of repair costs.
- Referral under Student Conduct Regulations.
- Referral to Module Leader, Course Director, Head of Subject, School Dean.
- Referral to Security or Police where appropriate.

The University reserves the right to determine the proportionate response based on severity, seriousness, impact and frequency.

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29. Equipment Loan Escalation Process

Late, damaged or missing equipment may result in:

Stage 1 (~24-hours late)

Reminder Notification.

Stage 2 (~1- week late)

Suspension of borrowing privileges.

Stage 3 (~2-weeks late)

Further restriction/cancellation of future bookings.

Stage 4 (~3 weeks late)

Recovery of repair or replacement costs and referral under University disciplinary procedures.

Accessories form part of the equipment loan and may incur replacement costs if not returned.

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30. Agreement Acknowledgement

By making a booking, borrowing equipment or accessing Specialist Spaces, you confirm that you have read, understood and agree to comply with the MPA Agreement.

The purpose of these requirements is not to restrict creativity, but to ensure that facilities remain safe, professional, accessible and available for everyone.

Use facilities safely, use equipment correctly, respect other people, follow staff instructions, report problems immediately, and leave everything ready for the next person. If you are unsure, stop and ask.

Most incidents happen because somebody:

- Assumed.
- Guessed.
- Didn't check.
- Ignored advice.

Learning Support would always rather answer a question beforehand than deal with an incident afterwards; we are here to help.

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FREQUENTLY ASKED QUESTIONS (FAQ)

Do I need a booking if the room looks empty?

Yes. A room may appear empty but still be booked. Independent use requires a valid booking.

What happens if I don't turn up?

Repeated no-shows may result in booking restrictions or loss of booking privileges.

Can I stay longer if nobody is waiting?

Your booking only covers the time you have reserved. At discretion of Learning Support, or Security staff, extensions may be possible – but this may not always be possible.

Can I bring friends?

Only where they are directly supporting approved academic activity as your *Collaborator* and must always remain with the *User*. The booking holder (*User*) accepts responsibility for all people attending under their booking.

Can my friend use my booking?

No. Bookings are personal and non-transferable. *Collaborators* and must always remain with the *User*

What if something is already damaged?

Report it immediately, never attempt repairs yourself. If you are concerned it is unsafe – do not use it.

Can I install software?

No. Only authorised staff may install software.

Can I work on my personal projects?

Specialist Spaces and Equipment provided to support teaching/learning activity. If your practice is directly relevant to module teaching/learning work; is demonstrable to bettering your practice; is not in breach of commercial restrictions – it is permitted. Outside of taught Semesters, where core work is non-essential, access to resources may be restricted.

Can make monetised YouTube content, record a paying client, or use the facilities for freelance work?

No, not without approval.

Can I teach private lessons in University spaces?

No.

Can staff ask me to leave?

Yes. Staff and Security may require a person to leave where there is a safety, security or conduct concern.

Can I see the Risk Assessments supporting the MPA Agreement?

Yes – these documents can be found here: www.mpasupport.info/RAMS