GSASA Project Spaces - Rules for Use

1 INTRODUCTION

The GSASA project spaces are bookable rooms in the Assembly Building that are available to students and student societies to use for extra-curricular purposes.

To use the project spaces, all students must first have completed an application, which requires that they have read and understood these Rules for Use. The purpose of these rules is to provide students and GSASA staff with clear guidelines on the proper use and care of these valuable resources so they can continue to be available to GSA students.

Societies wishing to book a project space can do so by getting in touch with the GSASA Societies & Communities Coordinator Leilani Rabemananjara at l.rabemananjara@gsa.ac.uk. Individual students or groups of students wishing to book a project space for non-society activity can do so by applying during designated Open Call periods that take place near the beginning of semesters 1 and 2, typically in October and February. More information about booking can be found in the Project Spaces Application and the Project Spaces Guide available at thegsasa.com.

2 APPROVED USES

2.1 The following are approved uses of the project spaces:

- Exhibitions of existing work by GSA students
- Exhibitions of existing work by other artists that has been curated by GSA students
- Meetings of GSASA-affiliated societies
- Workshops run or hosted by GSA students or societies
- Student engagement activities, such as consultations or focus groups, run by GSA staff

2.2 The following are not approved uses of the project spaces:

- Painting, sculpting, or artmaking such as that which would be done in a studio space
- Studying or other desk-based working
- Meetings or training run and attended *only* by GSA staff
- Ticketed events intended to make a personal profit. Societies are permitted to run ticketed events to help pay for the society's running costs.

If students need studio or study space, they should contact their programme leaders for help.

If you don't see your intended use on these lists, please get in touch with GSASA staff at gsasa@gsa.ac.uk to discuss your idea before sending in an application.

3 INSTALLATION

3.1 Rules for installation can be summed up in this general principle: the space should be in the same condition after deinstallation as it was before installation.

3.2 Adequate time within the booked period must be set aside for installation, as it **cannot begin prior to the start of the booking**.

3.3 Drilling is acceptable to attach fittings to walls provided the following safety measures are taken:
>   *3.1.1* Safety goggles must be worn while drilling.
>   *3.1.2* The drill bit must be fully secured before turning on the power.
>   *3.1.3* Drilling must not be done directly above or below light switches or plug sockets.
>   *3.1.4* A detector must be used to avoid drilling into pipes.

3.4 The following are **acceptable** methods of attachment to walls:

- Blue or white tack
- Cellophane tape (sellotape)
- Tacks and small nails

3.5 The following are **prohibited** methods of attachment to walls:

- Duct tape
- Any strong adhesive
- Anything that has not been risk-assessed and approved by GSASA

3.6 Audio may be played, but the volume must be lowered if requested by GSASA staff.

4   MATERIALS AND CONTENT

4.1 A list of all materials that will be brought into the project space must be provided to the GSASA for approval a minimum of three (5) working days before the start of the booking. This goes for all uses of the project spaces.

4.2 All materials must be appropriately fireproofed.

4.3 The following materials are prohibited:

- Noxious chemicals
- Illegal materials or items (such as weapons or drugs)
- Biohazardous materials such as bodily fluids

4.4 Content warnings must be provided for the following:

- Sexual content
- Violent content
- Content involving distress or harm to animals
- Flashing lights or images
- Mention of slurs or oppressive language
- References to mental health conditions or suicide

4.5 The following content is prohibited:

- [Hate speech](#)

5 PUBLICITY

5.1 All posters, social media posts, and other publicity content for any project space booking must be approved by GSASA before being shared or posted on any account.

5.2 Content to be shared through GSASA's social media must be provided to GSASA staff five (5) working days before the start of the booking to guarantee timely posting.

5.3 GSASA will print twenty (20) free full colour/black and white posters, provided files are sent to staff five (5) working days prior to the start of the booking.

5.4 Hours of exhibition must be clearly communicated to staff and approved prior to publication of materials. Please see section 10 of this document for more information about opening hours.

6 INVIGILATION

6.1 If the booking is for an exhibition, the student(s) who made the booking must arrange for their own invigilation.

> *6.1.1* Invigilation is required to keep a watch on the space while it's open to the public and to ensure the safety of viewers and security of materials. If students fail to arrange invigilation, or their invigilator leaves before closing, GSASA is not responsible for any lost or damaged artwork, technical equipment, or any other materials.

6.2 The name and contact details of all invigilators must be shared with GSASA staff at least three (3) working days prior to the start of the booking.

7 DEINSTALLATION

7.1 Deinstallation must be complete by the end of the booked period.

7.2 Materials must not be left behind in the project space or elsewhere in the Assembly Building. Appropriate disposal of any waste must be arranged by the student(s) who booked the space.

7.3 Any holes made in the walls must be filled in by the end of the booked period using polycell filler.

7.4 Students will be liable for repair costs for any damage that they cannot repair themselves.

8 HEALTH AND SAFETY

8.1 A risk assessment must be completed and sent to GSASA staff a minimum of seven (7) working days before the start of the booking. Contact GSASA staff (gsasa@gsa.ac.uk) if you need a template.

8.2 In the event of a fire alarm, everyone must immediately leave the building and follow the instructions of fire wardens. This includes during installation and deinstallation, and possessions must not be gathered prior to evacuating.

9   FOOD AND DRINK

9.1 Students may bring a small amount of cold food and soft drinks for consumption in the project spaces as part of their opening, provided that any waste is disposed of by the student and the space is left clean.

9.2 Students may bring a small amount of alcohol for consumption in the project spaces as part of their opening.

9.3 Food and drink will not be provided or reimbursed by GSASA.

10 HOURS OF USE

10. 1 A member of GSASA staff must be in the building during any activities taking place in the project spaces. Activities should be scheduled during staff working hours: **10 am to 5:30 pm**.

10.2 Any exceptions to these hours must be requested and approved by GSASA staff a minimum of seven (7) days prior to the start of the booking.

10.3 All times that students plan to be in the project spaces must be clearly communicated to staff five (5) working days prior to the start of the booking period **or** five (5) working days before the publication of advertising materials, whichever comes first.

11 FUNDING

11.1 Students must acquire necessary funding for their project space activity, as the application process does not include any funding allocation from GSASA. GSASA will not reimburse any costs associated with use of the project spaces.

11.2 Project space activities booked through the application process can be funded through the GSASA's Funding Committee as a Student Initiated Project (SIP), but the awarding of funding is not guaranteed for projects approved through the Project Space Application process. A separate application must be made to the Funding Committee.

11.3 Funding for activities run by GSASA-affiliated societies can be obtained by contacting the Societies & Communities Coordinator (l.rabemnananjara@gsa.ac.uk), and will be overseen by the Societies Committee.

11.4 Any necessary funding for student-focused events booked and run exclusively by GSA staff must come out of GSA departmental budgets.