

Access Times for the Members' Workshop

The Members' Workshop is available to non-keyholders:

- during class times (check the current term's class schedule)
- during administration hours
Mondays 9.30am – 4pm &
Thursdays 9.30am-12.30pm
- during shop opening times
Thursday to Sunday 10am-4pm

(Special conditions apply for use outside these times – please see the Administrator)

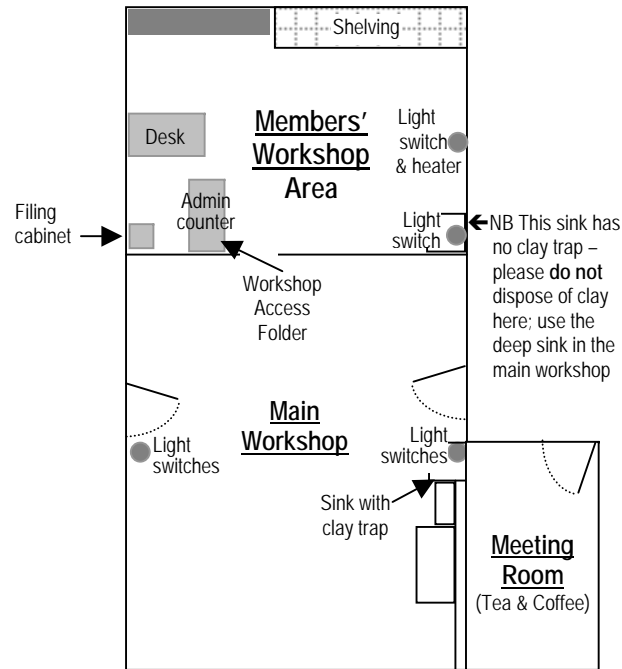
Main Workshop Drop-In Sessions

| | |
|-----------------------|--------------|
| Thursday ¹ | 9:30 -12:30 |
| | 12:30 - 3:30 |
| Sunday ² | 1:00 - 4:00 |

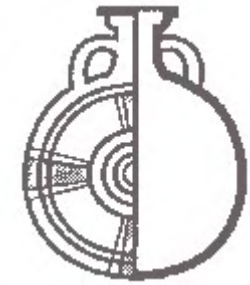
¹ Thursday sessions don't run during school holidays but you may use the Members' Workshop instead. Occasionally term classes are scheduled for Thursday afternoons but the Members' Workshop will be available.

² See item 3 overleaf about occasional Sunday use of the workshop for other activities.

Sunday sessions do not operate over the Christmas/New Year period when the shop is closed for 3 or 4 weeks (dates should be in the December



26/6/2008



Workshop and Drop-in Access

Drop-in sessions are for you, the members of the Society. They're your chance to make use of the workshop and its equipment. We want you to feel at home while you're here so we've put together the workshop and drop-in guidelines in this leaflet. Please take the time to read through them so that you understand how things work.

1. The cost per 3-hour session for drop-in and workshop access is \$4.40. Special rates apply for 1-month and 3-month unlimited access to the Members' Workshop – please see the Administrator.
2. Workshop access and drop-in sessions are for members only – please ensure your membership is current.
3. The main workshop is only available for use during the drop-in session times (listed overleaf) when you may use both it and the members' workshop. *Please note that occasionally the main workshop is used for a one-off event such as a workshop, special class or birthday party. We try to give advance notice in the newsletter of such use but sometimes arrangements have to be made at short notice – in these instances we ask for your co-operation in re-locating to the members' workshop which is equipped with most of the equipment you might need (with the exception of a pug mill).*
4. Register in the Workshop Access Folder (kept on the administration counter) every time you attend the workshop, whether it is for a drop-in session or access at any other time. Make sure that you record your arrival and departure times (not necessary for the drop-in sessions). Each person using the workshop(s) has their own page to record access and any fees owing – if your page is full, start a new page.
5. If using the Members' Workshop while a class is running, please don't interrupt the class. If you wish to use any equipment in the main workshop, eg the pug mill, check with the teacher that it is convenient. Teachers are present to teach their classes, not to assist members using the workshop facilities.
6. The administrator is under **no** obligation to attend to members using the workshop facilities outside of the administration hours.

7. If, during shop opening times, the workshop is not open when you arrive, call into the shop and ask for the workshop and meeting room to be opened. Note that you may be asked to show your current membership card.
8. Payments for session fees, firing charges, etc. should be made to the Administrator, if present, or the shop, if open. Outside of these times we operate on a trust system. *Please do not abuse this trust.* You may record any amounts owing and what they are for on your page in the Workshop Access Folder. Alternatively, cash or cheque payments may be sealed in an envelope (a supply is kept on the administration counter) and left in the top drawer of the filing cabinet. Write on the envelope your name, the date and what you are paying for. The administrator will clip a receipt to your page in the Workshop Access Folder.

ALL OUTSTANDING DEBTS MUST BE SETTLED BY THE END OF THE CURRENT TERM OR EARLIER IF THE AMOUNT REACHES \$50. Payments may be made to the Administrator or in the shop.

9. Keyholders have access to a key to the kiln shed. Other users will need to ask the administrator or shop staff for access to the shed if it is not open.
10. Clay purchases can only be made if the administrator is on duty or the shop is open. There is no general access to the clay shed so if you are attending out of shop or administrator hours please make sure that you have sufficient clay with you.
11. Whilst it can be frustrating knowing that an item of your work is ready to be removed from a kiln, kiln packing and unpacking is **only** to be done by authorised personnel.
12. Please safeguard your belongings when you are on the premises and make yourself familiar

with the emergency procedures, details of which are available in the main workshop.

13. We rely on you to clean up after yourself. Please leave the premises as you would expect to find them. Brooms, mops and a brush and dustpan are available, as is a vacuum cleaner (kept in the members' workshop).
14. **Return any equipment you use to its correct spot.**

NON-KEYHOLDERS

15. You must be prepared to leave the premises when the last authorised person (administrator, teacher or shop member) is ready to secure the premises and leave. If you are unsure what time this will be, please check when you arrive. These people are under no obligation to wait while you finish anything you might be working on or tidy up.

KEYHOLDERS

16. If you are the last person to leave*, make sure the kiln shed is locked, the key returned to its correct location and all wheels and lights (including lights in the meeting room) switched off. Blinds in the members' workshop should be closed. During colder weather the panel heaters operate on timers so please do not turn them off but the fan heater on the wall in the members' workshop should be switched off. Ensure that the premises are secure, ie the back foyer door, meeting room door and doors from the workshops are shut and locked. As you leave, set the alarm by pushing the 'ON' button on the keypad, then lock the workshop door behind you.

*Please always check that there is no-one working in the shop or office (off the meeting room) before you set the alarms.

Any fees quoted in this leaflet include GST, are correct at time of printing and are subject to change at any time.