

Workshop Code of Conduct

The Port Adelaide Community Arts Centre provides workshop facilities for tutors to hire for conducting art classes for their students. This Code outlines the responsibilities of the tutors and students towards the workshop facilities and to one another.

Safety and Communication

- Immediately report to the Workshop Coordinator:
 - any damage found on entering, or caused during your class
 - any personal accident occurring during class
 - any complaints about the facilities, etc.
- there is a first aid kit in the pottery workshop and, if used, please ensure a note is left in the book indicating which items were used
- please ensure that you and your students are aware of the emergency evacuation procedure that is affixed to the main workshop wall

Workshop Facilities

Tutors must ensure that:

- their students are aware of their responsibilities
- they check the clay trap at the end of the lesson and immediately report if the trap has clay in it

Tutors and Students must:

- treat the workshop and equipment with care and respect
- keep their work areas clean and free of paint, clay spillage, etc.
- not enter any other area but their own part of the workshop
- not leave food items, apart from milk, in the fridge
- respect PCAC's and others' property left on the premises
- store their bags, cases, etc, in the allocated storage areas
- not pour acrylic or oil paints down the hand basin or other drains
- not wash clay-covered items in, or flush clay down the wet workshop drain

Silt Trap in the Wet Workshop

There is a silt trap in the floor adjacent the wet workshop sink. Its function is to trap solids to prevent them from entering the main drain. The trap is licensed to us by the State Government and, if found to be full, PCAC will be heavily fined. If this occurs we will have no recourse but to recoup those costs by increasing wet workshop fees. Users of the wet workshop must, therefore, not wash clay covered items in, or flush clay down the sink.

Before leaving the workshop tutors must ensure that:

- any paint, or other spillage, left by your students, has been cleaned up
- the tables have been wiped clean, the floor swept and the waste paper bin emptied into the blue-topped bin, adjacent the workshop
- the air conditioners are turned off
- the lights are turned off
- the alarm is set and the door closed behind you when you leave

Wilful, or continuing disregard of these responsibilities will lead to extra charges, to recover cleaning and/or repair costs, and may lead to cancellation of a tutor's tenure.

Tolerance of others

Sometimes, the previous group may leave the floor slightly dirty, the tables a bit messy or may not satisfactorily complete some other cleaning job. Remember, we all make mistakes and, when we do, we hope that those inconvenienced by this will understand and forgive. Therefore, if you find a little mess, just clean it up. It's easy to do, will not take long and it is certainly not worth the aggravation and trouble it may cause if you indignantly report the infraction.

WORKSHOP HIRE AGREEMENT

Please note that the accompanying Workshop Code of Conduct is part of this agreement and tutors must ensure they read and understand the requirements of the Code, and of the agreement, before signing.

CONTACT DETAILS

Name:

Address:

..... Postcode:

Phone (H): Mobile:

E-mail:

<u>Do you have any of the below ? (Tick)</u>	YES	NO
Public Liability Insurance		
Working with Children clearance		
Police Check clearance		

Tutors working with children are legally bound to have current Working with Children and Police Check clearances. If you possess any of the above please forward copies with this agreement.

While tutors are not legally obliged to carry public liability insurance we strongly urge that they do, for their own protection.

Tutors must provide their artist biography with this application.

Class details (If more than four, include details on back)

No	Class	Tutor	Day of class	Start	Finish

Please note that **all fees are due and payable monthly, in advance.**

The monthly fee for one 3-hour class per week is \$40. Tutors may pay more than one month in advance, if they so wish. If payment is not received before the class is due to commence, it will not proceed.

- Note:
1. This agreement must be renewed each year.
 2. If a tutor intends to change to conducting children's art classes they must inform us immediately.

AGREEMENT

I agree to the above and to abide by the requirements of the "Workshops Code of Conduct".

Print name:

Sign:

Date:

Approved:

Date: