

**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: .....

Do you have (Tick box):      Public Liability Insurance     

   Working with Children clearance     

   Police Check clearance     

**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 working with children are legally bound to have current Working with Children and Police Check clearances.**

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

No	Class	Tutor	Day of class	Start	Finish

The monthly fee for one 3-hour class per week is \$40.

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

## 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 one another and the workshop facilities.

### Safety and Communication

- Report to the Workshop Coordinator:
  - any damage found on entering, or caused during your class
  - immediately, any personal accident occurring during class
  - any complaints regarding the facilities, etc.
- the telephone in the pottery workshop may be used only for emergencies, or by prior arrangement with the Board
- there is a first aid kit in the pottery workshop, alongside the telephone. If used, please leave a note in the book indicating the items used
- please ensure that you and your students are aware of the emergency evacuation procedure for the workshop (on the wall)

### Workshop Facilities

- Students must:
  - treat the workshop and equipment with care and respect and respect others' property left on the premises
  - keep their work areas clean and free of paint spillage, etc.
  - not enter any other but their own part of the workshop
  - not leave food items, apart from milk, in the fridge
  - store their bags, cases, etc, in the allocated storage areas
  - not pour acrylic or oil paints down the hand basin or other drains
- Tutors must:
  - ensure that their students are aware of their above responsibilities

### 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. 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 Coordinator: - Mick Freeborn 0466942937, [portartscentre@gmail.com](mailto:portartscentre@gmail.com)