

Makers' Space User Checklist- demonstrate to new host volunteers

Entering

Full financial members are provided with 2 access codes: if you have not received these in the email, please contact- bookingmakersspace@gmail.com

- The First is for the key safe located outside the door,
- The Second is for the setting and disarming the alarm.
- Show

To enter The Makers' Space:

	Enter the first code into key safe and remove the access card.
	Swipe access card to open the door
	Proceed immediately to the alarm key pad and turn the alarm off.
	Turn the alarm off according to the instructions next to the pad. <i>If you make a mistake, enter the code again to turn the alarm off. If you trigger the alarm, ring the number in the instructions next to the alarm key pad and tell them you are the Art Space at COPACC. The authorised phone number is next to the key pad</i>
	Return the access card to key safe and mix up the code on the dial.
	Show where first aid kit & fire exit strategies are

Opening

	Open blinds.
	Turn on lights if necessary.
	Unlock front entrance door so people don't need to swipe in during the day.
	Place flags outside, near COPACC driveway. A frame near path
	Sign the members' Attendance Book, including phone number for COVID tracing
	If you find anything wrong, record it in the attendance book or email: colacommunityartspace@gmail.com . Incidents need to be logged on an incident report form in the blue folder - sample attached.
	Follow COVID safe practices- wear a mask if mandated, hand sanitise, maintain 1.5 physical distance

During Your Day

	Check toilet paper cleaning supplies.
	Welcome visitors and ask them to sign the Visitors' Book.
	If people want to become members, they will need to fill out a Makers' Space membership form from the blue folder as per the Membership Procedures. Instructions are included in this booklet.

Closing Up

	Pack up work.
	Clean dishes away and sweep the floor.
	Ensure COVID cleaning of all surfaces, using methylated spirits or disinfectant
	Take all rubbish home.
	Close any windows that have been opened.
	Pull down blinds.
	Bring in the flag.
	Turn off lights.
	Turn off oven, cook top, heating and fans: <i>Please ensure the red lights are off on the heating / aircon, otherwise it is still reading the air temp and waiting to turn back on itself.</i>
	Ensure all your personal possessions are outside before setting alarm.
	Set the alarm according to the instructions next to the pad: <i>If you make a mistake, enter the code again to turn the alarm on. Once set, it will beep a signal giving you 30 seconds to exit.</i>
	Exit through the door ensuring it is locked.
	Finally check the surroundings of the building, ensuring the doors/windows to the outside are closed/locked.

Membership Procedure: How to sign up a new member

Explain the Membership entitlements to the new member - refer to website

Membership to the Makers' Space entitles you to use the space and equipment 24/7 unless there is a private booking-

Expectations are that members will follow the procedures & code of conduct

1. How to sign up a new member-
Refer the prospective member to Membership Secretary at bookingmakersspace@gmail.com or the website.

1. The member fills out form and pays membership fee of:
 - a. Full membership: **\$100** or Junior Membership: **\$10**.
 - b. The membership secretary will provide a receipt & a copy of the Welcome Booklet to new members, together with the access codes.
 - c. Contact details for general enquiries about space: colaccommunityartspace@gmail.com
 - d. Contact details for bookings and workshops-bookingmakersspace@gmail.com

Become involved: Many hands make light work and we encourage every member to lend a hand in making the Makers' Space the best it can be. You can do this by volunteering to

- Hang an exhibition on the gallery wall,
- Host a workshop talk or event
 - Open the doors while you work, and invite people to join you
 - Clean up
 - Write grants
 - Procedures and policies team,,
 - Other.

How to Book: to run a private arts workshops, demonstrations or special activity - otherwise just let yourself in to work:

- Check the calendar for availability via this link [The Makers' Space Calendar](#).
- Send your booking request to the booking co-ordinator at bookingsmakersspace@gmail.com.
- The Booking co-ordinator will confirm availability, update the calendar and confirm costs if any commercial fee or community fee,

Evacuation Procedure

1. All participants must sign in;
2. Listen to instructions from fire radio located above sink;
3. Explain evacuation procedure to all users: our designated evacuation area is the centre of COPACC roundabout;
4. Space users. Check the space is clear, take the sign-in book to evacuation space and head check everyone is present and take radio to listen to instructions;
5. Notify authorities: phone 000 (if safe to do so);
6. Follow Shire procedure when advised by radio contact;
7. Fill out an Incident Report form (following the event). On website

Lockdown Procedure if you are feeling threatened (particularly for children's activities)

8. Lock doors & pull down blinds
9. Notify authorities: phone 000 ;
10. Notify parents of event
11. Fill out an Incident Report form (On website

