



## WORKSHOP ROOM ETIQUETTE

- Welcome to the Guild and this Workshop space.
- Please turn your mobile phone off or to 'silent' during class time. If it is essential that you take a call, please leave the room to do so.
- No food or drink other than water is to be consumed in Workshop rooms.
- Please be respectful of the tutor's need to give equal time to each student.
- Please be aware of your Work, Health & Safety obligations by storing bags and equipment safely. This may mean you need to store some of your bags in the lunchroom/cafeteria area. If so, please remember to keep your valuables with you. Avoid creating hazards for the tutor and other students.
- Please respect the intellectual property rights of your tutor and other students. By attending this workshop, you have acknowledged our copyright terms and agreed to abide by them.
- Please ask before taking photographs or videos. Images of tutors' work may not be shared on social media or posted to an internet site without their express permission.
- Guest Wi-Fi may be available for your use dependent on the connection on the day – please ask either a volunteer or member of staff for access information.
- The photocopier and Embroiderers Shop are accessible during breaktimes. Please ask a volunteer for assistance. You may run a tab with the Embroiderers Shop. You must pay your bill before the end of lunch on the final day of your workshop.
- Lunch is available from several local cafes. Menus are available and we suggest you place your orders during the morning to avoid delays at your designated lunch time.
- Your lunch break time is on the sign at the entrance to your workshop room door.
- Please be mindful of the way you dispose of rubbish. There is a bin for non-recyclable rubbish in the cafeteria. Only put rubbish for recycling in other bins.
- Please keep the cafeteria/lunchroom clean and tidy. Dispose of your rubbish, wash any Guild crockery/cutlery used and return to cupboards/drawers, wipe down your table and leave chairs tidy for next occupants.
- If you have used wet room facilities, please leave clean and tidy. Wipe all surfaces including walls.
- At the conclusion of the workshop please vacuum and leave your workspace in the condition you would like it to be if you were about to arrive.
- At the conclusion of the workshop please help the tutor to pack materials away if requested to do so.

The Embroiderers' Guild NSW Inc		EMBP205 -Workshop Room Etiquette	
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