

## **St Andrews Art Club**

### **Clubroom Use and Access**

**Date of Approval: March 2022**

#### **General**

Committee members as Trustees of the St Andrews Art Club, and the elected officers specifically as 'Heritable Trustees', have overall responsibility for the maintenance and stewardship of the Club property, and are required to undertake regular risk assessments. Policies serve this purpose.

#### **Clubroom Use**

Clubrooms are available for a number of purposes:

- Tutored and untutored classes and workshops
- Evening Talks
- All members Club exhibitions
- Private exhibitions (on a for hire basis, members only)

Club rooms may be available to other societies subject to special arrangement.

Club rooms are not available for personal use (e.g. painting, non-club related use/ meetings).

#### **Access to use Club Equipment by Members**

Members who wish to make use of Club equipment (e.g. library, mount cutter) can do so when the clubrooms are open during term time when the untutored classes are scheduled (normally one morning and one afternoon per week), and provided this does not cause distraction for these groups. We kindly request that members contact the Club secretary to let him/her know if they wish to use equipment during those hours.

Outside these opening hours, members may access the clubrooms for a specific Club-related purpose (mount cutter, library) by appointment (contact Membership Secretary), individually or as a group. In such cases the clubrooms will either be opened for members *or* members may be given a key/key code. Members will be required to sign in and out.

Where a key code is given out, members are asked to confirm that they will use the key code for the specific purpose only, and that they will not pass on the key code to other members or non-members.

#### **Access – Operational – Transition phase**

A key safe has been installed, and the Club will no longer issue keys to members. Members who still hold a key are kindly requested to return their keys. Deposits will be returned speedily.

**Authorised key holders**

These includes committee members, tutors, members who have agreed to support untutored classes, cleaners, third parties if agreed.

Date of Approval: AGM, 24. March 2022

Signed:

Sabine Hotho

President