

Admin Bank Terms and Conditions

Guildhouse Member Applicant Declaration

I acknowledge and agree that:

- I have read, understand and agree to the terms and conditions in full.
- I will adhere to the Guildhouse Code of Conduct listed below.
- I have reviewed and agree to adhere to the Safety and Emergency Procedures below.
- I understand Admin Bank is only available to Guildhouse financial members.
- I will not visit sites with adult or gambling content; or illegally download music, video or other copyrighted content.
- I understand that Admin Bank is by appointment only. Guildhouse may be unable to extend or change bookings if you are late or fail to attend. Guildhouse will do its best accommodate changes due to unforeseen circumstances.
- I understand that the core function of this Guildhouse service is access a workspace and that Guildhouse staff are not available to engage deeply in professional services or advice. Please book into an Advice Bank session if you are looking for professional support.
- I will be environmentally conscious and only use paper and printing facilities where necessary and recycle where possible. Printing is limited to no more than 15 pages.
- Guildhouse retains the right to cancel the booking at any time due to operational needs. Should this be necessary, Guildhouse will do our best to notify you at the earliest convenience and reschedule your booking.
- If I wish to use my Admin Bank time for meetings or to bring other members of the public into the office, I will give Guildhouse three business days' notice.
- I will treat all equipment with respect and will not remove or relocate any item within the office.
- No equipment should be removed or relocated.
- Will not record, photograph Guildhouse offices or staff unless granted permission.

Code of Conduct:

By agreeing to participate in Admin bank you agree to operate under the following guidelines when interacting with staff, industry professionals and fellow members. Staff and member wellbeing is of primary concern and as such Guildhouse supports the rights of all our staff and members to live, work and create in a safe environment free from harassment, abuse and danger.

Guildhouse retains the right to terminate or reject membership if you are found to be in breach of our Code of Conduct. This termination may be without reimbursement.

In your dealings with Guildhouse, its operations and services, you will:

- Take personal responsibility for ensuring that you do not act in any way to undermine any person's sense of safety, comfort or control.
- Always recognise a person's right for privacy, dignity and respect.
- Model positive and professional behaviour, expecting all whom you encounter will do the same.
- Unless explicitly invited to do so, do not involve yourself in any part of a person's life not directly relating to the work you are undertaking with them or the services you are receiving from Guildhouse.
- Not invade a person's sense of person by knowingly undertaking any interaction or activity in a manner that is disrespectful or threatening.

The abuse of any person is a breach of trust and will not be tolerated. Guildhouse members show respect and courtesy by:

- speaking to people politely
- respecting rules and guidelines
- listening to others and using appropriate language
- ensuring a discrimination and sexual harassment free workplace.

Safety and Emergency Procedures:

Everyone has a responsibility to:

- Make sure work and event spaces are clear of obstructions.
- Make sure electrical cords and equipment are plugged in safely.
- Store equipment and materials safely.
- Avoid leaving rubbish lying around.

Guildhouse will also:

- Keep buildings, work and event spaces in good repair.
- Ensure work and event spaces are well lit and ventilated, not overcrowded, not overly loud, and kept at a reasonable temperature.
- Ensure electrical equipment is well-maintained.

Should an emergency event occur please advise Guildhouse staff immediately and follow their instructions.

Emergency Phone Numbers

SITUATION	WHO TO CALL	NUMBER
Potential hazard	Operations Manager (Laura Geraghty)	8410 1822
Minor disturbance/assistance	UniSA Security	8302 0000
Non life threatening Emergency	Operation Paragon (Lion Arts Precinct Police)	0437 650 425

Major Emergency/life threatening situation	SA Police	000
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First Aid Kit – This kit is located above the sink in the kitchen and is checked every six months by the Operations Manager. Please advise the Operations Manager when an item is running low.

Fire extinguishers - Located next to main entry door, maintenance and training monitored by Department of Premier and Cabinet.

Fire Blanket – Located in the kitchen underneath the mirror. These are monitored and supplied by Department of Premier and Cabinet.

Fire wardens – Both the Operations Manager and Membership and Administration Officer are fire wardens. In the event of an evacuation please follow their directions and move to the assembly areas shown below.

ASSEMBLY AREAS

The external Assembly Areas are located at the Mural adjacent the Jam Factory and the Morphett Street bridge opposite the Fire Indicator Panel, unless otherwise directed by the Chief Warden or the emergency services.



Mural adjacent Jam Factory



Morphett Street bridge opposite FIP