ARTS LAB BOOKING FORM

BOOKING DETAILS

The ARTS LAB can be booked for the purpose of ARTS RELATED activities ONLY

Please note: NO SOLVENTS ARE TO BE USED OR DANGEROUS ACTIVITIES, SUCH AS GLASS CUTTING ARE TO BE HELD IN THE ARTS LAB

Name of person making booking:

Student number:

Name of group (if applicable):

Email address:

Mobile phone number:

Nature of use of Arts Lab:

FOR INFORMATION CENTRE STAFF
A Risk Assessment is required for any activity that requires supervision by a trained professional. The Risk Assessment must be completed in consultation with a number of people. These processes will identity any potential risks, and determine risk control before the activity/workshop can proceed. Please forward completed Risk Assessments to Sandie Bridie at Arts Programs to follow up.

DATE Arts Lab required:

TIME Arts Lab required: MAXIMUM 4 HOUR BOOKING: from: to:

PLEASE NOTE: When the Arts Lab is booked and used it is essential the studio is cleaned thoroughly and tidied after use. A cleaning cost will be incurred if the lab is left in an unsatisfactory condition.

I have read and fully understand all aspects of the Arts Lab Terms and Conditions as outlined in the Arts Lab Terms of Hire Document.

Name Signature Date

OFFICE USE ONLY:

Entered booking YES/NO Date -- / -- / -- Confirmed YES/NO

Updated SB Feb 2014
ARTS LAB: TERMS AND CONDITIONS

The ARTS LAB can be booked for the purpose of ARTS RELATED activities ONLY

The ARTS LAB is a multipurpose art studio on the third floor of Union House. It is approximately 8 x 9 metres.

The studio provides:

• artist’s easels
• 4 large movable work tables
• a wet area
• some basic art materials

It’s an ideal space for individuals and groups to get together to embark on a creative project, whether it be the building of simple props and sculpture, painting project, theatre set design, craft or figure/general drawing.

Who can book the Arts Lab?

Individuals and University of Melbourne student groups.

All bookings must be made in person at: Information Centre, ground floor, Union House

Access to the Arts Lab

The Arts Lab will be open for you to use for the time you have booked it. If however, it is closed, please contact Buildings Services Staff, located in the Buildings Services Office on the Ground Floor (office located behind the Information Desk) to open the Arts Lab.

ARTS LAB BOOKING HOURS

DURING SEMESTER

Monday – Friday: 9am – 6pm
Saturday and Sunday: midday – 5pm

NON SEMESTER

Monday – Friday: 9am – 6pm
No weekend access is available

TIME LIMITS

The Arts Lab may be booked for a maximum of 4 hours per day.

An extension can be made on the day if no other group is booked to use the Arts Lab

For individual bookings:

The Arts Lab may be booked by up to 6 individuals for individual practice and up to 12 hours per week.
ARTS LAB RULES

- No food or drink is to be consumed in the Arts Lab (except bottled water).
- No excessive noise.
- Foot wear must be worn at all times.
- There is to be no use of solvents, aerosol paints, spray adhesive or paper fixatives
- A risk assessment needs to be filled out for all potentially hazardous activities
- The hirer is responsible for the maintenance and preservation of ‘good order’ in the Arts Lab throughout the hire period:
  - All brushes must be washed and materials disposed of or taken away
  - Clean the tables with paper towel provided
  - Do not use materials or equipment other than your own or that is provided for art activities
  - No material or belongings are to be left in the Lab after use
  - Any materials or belongings left in the Arts Lab will be disposed of after one week
- Failure to leave the Arts Lab in good condition can result in a ban on all future bookings and a cleaning charge will be incurred
- The Arts Lab must be left clean and tidy after use
- MU Student Union Ltd is not responsible for any loss and damage of any personal items of the hirer while or after using the Arts Lab
- The hirer may not permit any other use other than arts related activities in the Arts Lab without prior permission
- The walls, floor, ceiling or any equipment of the Arts Lab shall not be broken, painted or damaged in any way. In the event of any breach on this provision, the hirer shall pay the extra insurance premium or other costs thereby incurred

Please report immediately if you find the Arts Lab untidy or equipment damaged to the Arts Programs Coordinator, first floor Union House, 8344 5418 or email gpg@union.unimelb.edu.au

During semester University of Melbourne student groups and individuals are given first priority. External hirers may enquire about costs and conditions of hire for the Arts Lab outside of semester time from the Arts Programs Coordinator – 8344 5418