

GALLERY ROSTER DUTY

Members who are exhibiting works in the Gallery are **required** to register for roster duty on a regular basis throughout the period of an exhibition. **This is a condition of entry in any exhibition.** A roster sheet is available in the gallery. Please indicate your availability when delivering your work for the next exhibition. Duty times are: Monday to Friday - 10am to 3pm. *Or perhaps 10am – 12.30 & 12.30 – 3pm?* Saturday - 10am to 2pm.

The duty roster is also open to all interested members who may not want to exhibit their work but enjoy meeting people and being a part of our CHCAG art community.

Roster duty is a valuable extension of our membership and is taken seriously. We do not expect those that pay for classes to leave the class room to attend to visitors. It is disruptive to the class, the tutor and in concentrating on your own work. Seeing to Covid-19 safe practices with visitors takes extra time as well.

When on gallery duty, please follow the opening procedure: Ensure you put the Open flag out, hang the sign and erect the A frame! Make sure you sweep the foyer and if necessary, the gallery space, make sure there is no dust or cobwebs around the exhibits. Reverse procedure at the end of the duty. These actions advertise to the public the gallery is open and attract patronage from locals and visitors alike.

GALLERY HOUSE KEEPING

KEEPING THE GALLERY CLEAN... It is the responsibility of members to make sure the gallery and workshop is left in a clean and tidy state before leaving the building. Please continue to use your personal table covering while working and ensure your workspace is left as you found it.

At the end of the day or session it is up to each and every member to contribute in making sure the floor is swept, tables are wiped down and sinks are left clean & tidy. Both rubbish bins are emptied in the red bin outside: kitchen food scraps daily and the waste paper bin when full.

Whoever is last to leave please double check the roller door is down, locked and that all windows are closed, internal lights and fans are switched off and check the hot water is turned off, before leaving the Gallery.