



ROOST

EXPLORE • REFINE • CONNECT

RULES & REGULATIONS 2015

RULES & REGULATIONS

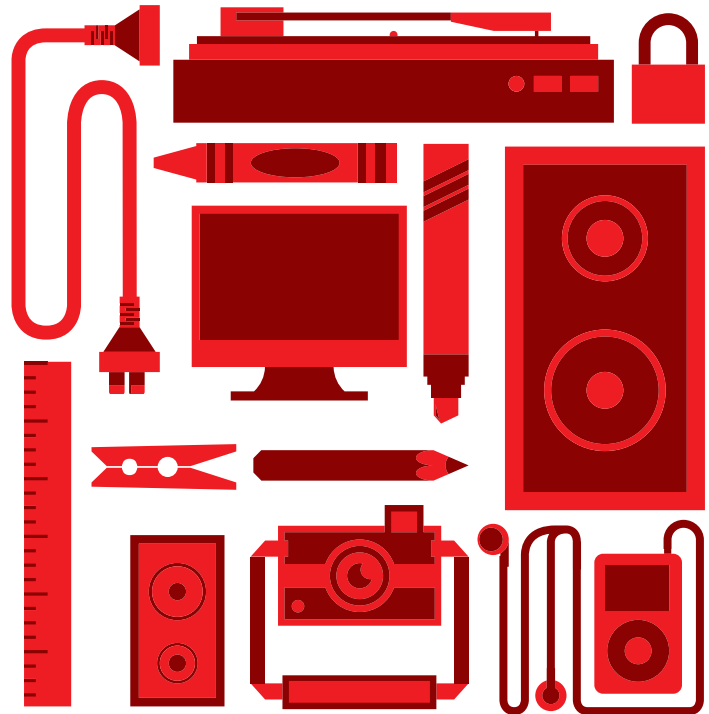


CO-WORKING ETIQUETTE

When you join The Roost, you are not just joining a **shared space**, you are joining a **community**. We pride ourselves on working together to keep our space running independently, and in order to achieve that we must work as a team. Always remember that the space around you and the facilities available are **shared**, and should be **treated as such** - be considerate of your coworkers and treat everything (and everyone) with care.

A Roost membership comes with a sense of responsibility and ownership - **if you see a problem, you have every right to help in solving it**. The Roost is a great place to establish both professional and personal relationships with other creatives, and being friendly will go very far!

As a member of The Roost, you have every right to feel **safe, comfortable** and **welcome** at all times. **Harassment of any kind is taken very seriously** - if an issue arises where other members have left you feeling uncomfortable in your place of work, **please take it up with our manager** and it will be dealt with appropriately.



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MEMBERSHIP TYPES

\$70

PER MONTH

HOT DESK MEMBERSHIP

This is a two-month trial for non-student members wanting to come and work at a free workspace (located in the middle of the studio) on a laptop or smart device, and take all belongings home with them at the end of the day. Hot desk members must upgrade to a workspace membership after two months. One week's advanced notice is required if you chose to terminate membership.

\$70

PER MONTH

STUDENT MEMBERSHIP

New Roost members who are recent graduates or are currently enrolled in University or TAFE are entitled to a year-long Hot Desk membership valid for a period of one year after their graduation.

\$140

PER MONTH

WORKSPACE MEMBERSHIP

This is a permanent position at The Roost, including your own 2m x 1.5m working area, access within working hours and the opportunity to acquire a key for after-hours access. One month's advanced notice is required if you chose to terminate membership. Upon sign-up, a 2-month bond deposit is required, and will be returned once your equipment is cleared out in the event of your departure.

All new members need to **provide proof of I.D.** and fill out all membership forms before commencing a **one-week trial**



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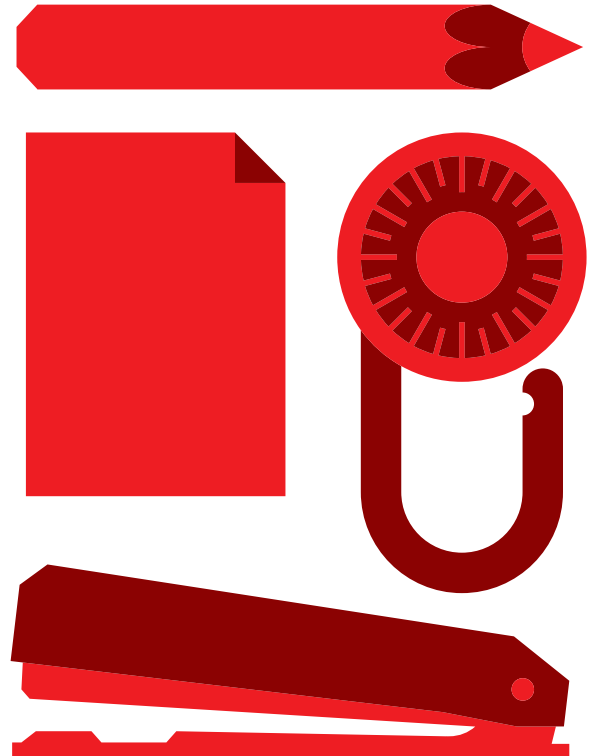


THE ROOST BOARD

The Roost operates as an **incorporated association**, which means its **decisions are made by an official board**. The board consists of a **President, Vice President, Treasurer, Public Officer and Secretary**, and these positions are nominated and re-elected at each **Annual General Meeting (AGM)**.

The Board **meets monthly** to discuss the operations of The Roost, and **addresses problems** and solutions as they arise. **If there is something you'd like changed**, the first step is **alerting a board member** regarding your issue before a monthly meeting.

The Board discusses issues to do with membership in a **completely fair, appropriate and transparent way**, and **if you are interested in knowing what is on the month's meeting agenda, you are welcome to enquire with a board member**.



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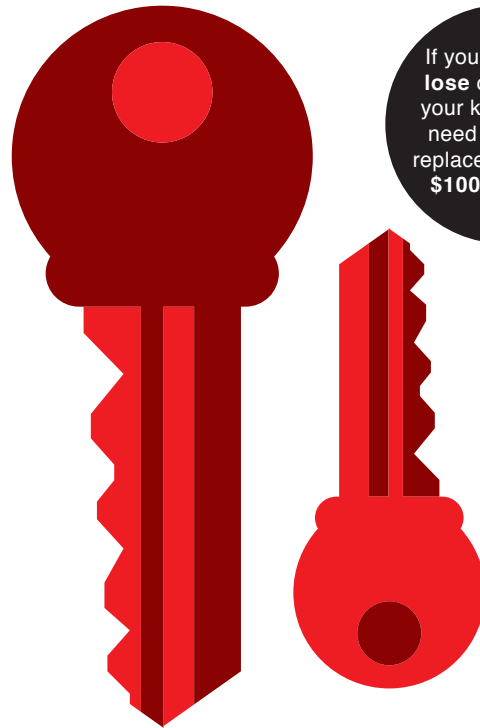


KEYHOLDER RESPONSIBILITY

Our building has **five upstairs keys** and **six downstairs keys** - we are unable to have more cut, as we share the building with other tenants. Upstairs keys are distributed around board members, and opening and closing is a daily responsibility. **Downstairs keys are not to be swapped**, a board member or current keyholder must open and close downstairs. **On week days, the downstairs door is opened by GPT security at 9AM.** Failing this, they can be contacted at **0424 954 190**, and found next to John's Carvery in the mall food court.

As a keyholder, you are elected to open and close The Roost on a certain day of the week. Opening includes **updating the 'open' sign on the front door, switching on the foyer lights and holding the fort until other members arrive.** Closing requires the **closing of all windows, switching off of lights, locking all doors and updating the sign to 'closed' upon exit.**

If you are unable to open on your elected day, you must give **at least one week's notice** for someone else to cover for you. This works on a strike system - if you **miss your elected day without notice three times**, someone else will take over for you.



If you happen to **lose or destroy** your key, you will need to cover a replacement fee of **\$100 per unit.**

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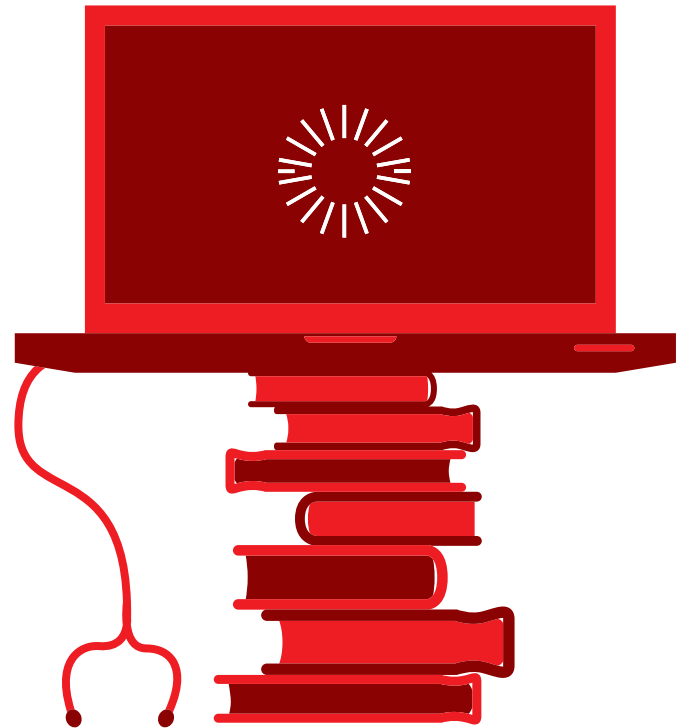
INTERNET & COMPUTER USE

Please be aware of how many Roosters are sharing internet access with you at any one time, and **do not use your internet to partake in any bandwidth-heavy activities that aren't directly related to your work practice.**

This includes **streaming video** and attempting **large downloads** for personal use. **Torrenting is especially prohibited.** File uploads for work (like Dropbox) are unavoidable and totally fine, as is low-impact streaming like **Spotify**, but please be considerate of your neighbours. When listening to music, **please remember to use headphones!**

Membership is at an all-time high, so a conscious effort to share bandwidth is more important than ever. We also share the same electricity bill, so **please do not leave your computer on over night.**

Our WIFI password is roost2012 - you can also use this password to access our **wireless router**, so you can share and store files on the cloud.



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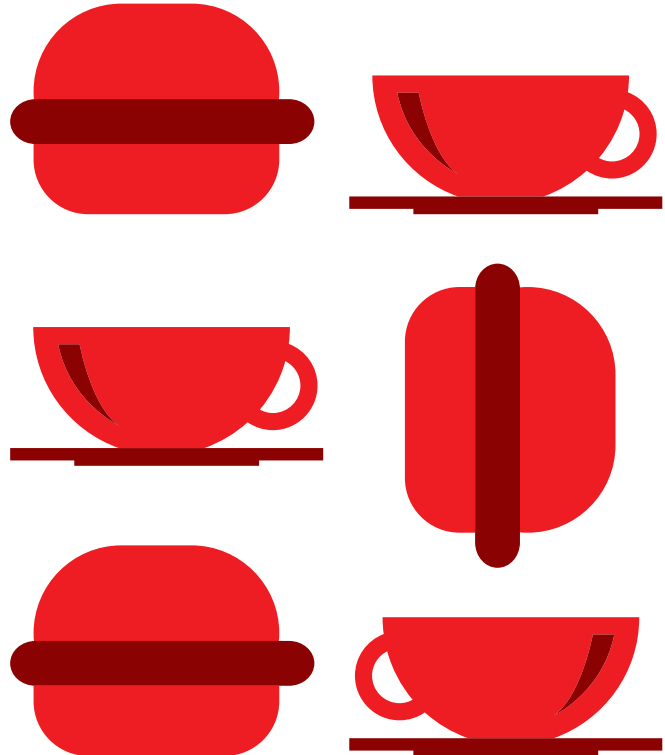


EATING AT WORK

Did you know that studies have proven that eating lunch away from your desk with workmates reduces stress, promotes relaxation and boosts creativity? Due to issues regarding **vacuuming, hygiene** and workplace aroma distractions, **meals are not to be eaten at your Roost desk.** Beverages are fine.

If you wish to eat in the building, please use the **glass table in the living area** and share a meal with a coworker!

If you bring your own lunch to store in our fridge, **please only leave it there the day you plan on eating it.** Fridge real estate is constantly in demand, and an over-full fridge can prevent the door from sealing shut. **The fridge is cleared each Friday afternoon,** to clear space and prevent spoiling - **please deal with your leftover food before then!**



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WASHING DISHES

If everyone cleans up after themselves, our kitchen will stay tidy. When using dishes and utensils in the kitchen to prepare meals or beverages, you need to **wash them, dry them** and **put them away** as soon as you are finished - **do not leave dishes by the sink.**

You may notice there are no drying racks for wet dishes, as in the climate of our kitchen, dishes will not dry by themselves. **Please dry up with the tea towels provided.**



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PURCHASES



The **Manager** and **Treasurer** of the Roost Board **oversee and control the purchasing of items** used around the space. This includes large investments like renovations, but also small consumables like toilet paper, light bulbs and dishwashing liquid.

If you find The Roost has run out of a certain consumable item, please note it down on the whiteboard in the kitchen and it will be taken care of. These purchases are completed with The Roost's credit card, and as such are not to be made by members expecting receipts to be reimbursed – this is not our policy.



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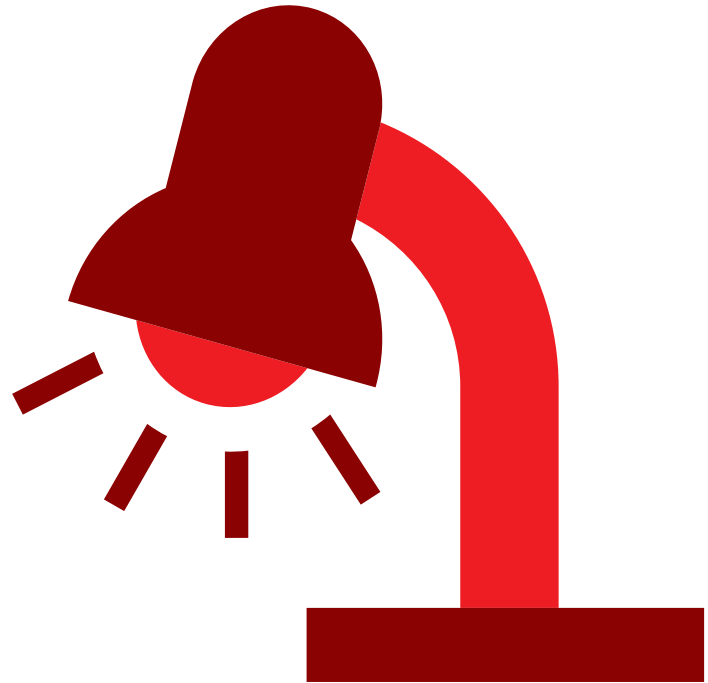
INSURANCE



The Roost Newcastle Incorporated covers public liability insurance for the **office space** at Level 1, 152-160 Hunter Street Newcastle. This extends to cover the members of The Roost **whilst acting for and as members of The Roost** and **will not extend to cover any members when acting independently** or away from the office space at 152-160 Hunter Street Newcastle and for any activities that are not office activities.

The Roost **will not be responsible** for any **equipment or personal belonging** of the members at any location including but not limited to level 1, 152-160 Hunter Street Newcastle. **All members are responsible for their own insurances** when conducting their business activities away from The Roost office.

If you have any questions or need further advice about insurance, feel free to chat to **our manager** or recommended providers, **Markey Insurance** at **49256515**.



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EMERGENCY PROCEDURES

In case of an accident, a first aid kit is located on the bottom shelf of the kitchen shelves, underneath the towels. This contains bandages, bandaids, antiseptic and anything to deal with accidental cuts and injuries.

In case of another emergency, all emergency phone contacts are listed on the fridge.



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THE JOBS BOARD

The Roost does not employ a full-time cleaner, as **all of our upkeep is performed by our members**, using the Jobs Board. A number of tasks including **recycling, vacuuming, cleaning of kitchens and bathrooms**, and **watering plants** are delegated regularly to each member and **roles are rotated on a month-to-month basis**.

Some jobs need to be **completed in several areas** (ie vacuuming) and some need to be **completed weekly** (ie emptying bins) – so **if you have any questions regarding your job, don't hesitate to ask a manager or board member**.

Do your part as a Roost Member – at the beginning of the month, **be sure to check which job has been assigned to you!**



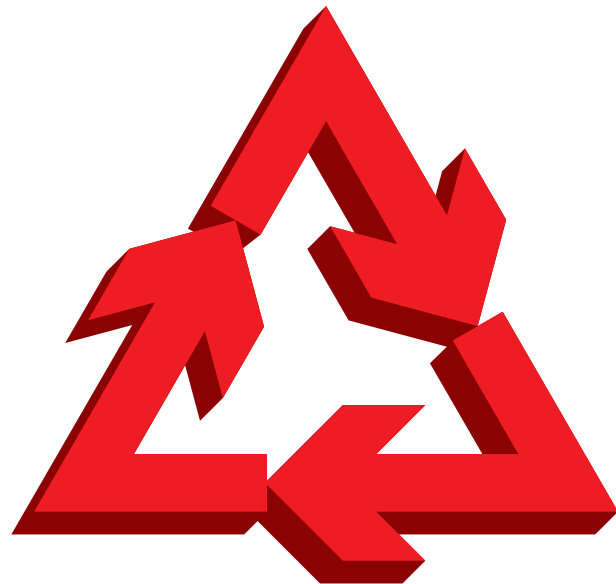
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RECYCLING AND GARBAGE

All Roosters share a **communal set of paper, plastic and garbage bins** located outside the kitchen. **Please try to recycle** where you can, and be sure to **wash any plastic containers before recycling**. **Replacing the bin bag** when it gets full is **everyone's responsibility** - don't let garbage pile up! Bin bags can be found in the kitchen below the microwave. **Full bags are to be stored in the cleaning closet next to the men's toilets for a one week maximum.**

These bins are emptied once per week, or once per fortnight depending on usage, by the Roosters elected to do so on the jobs board. We share a key to the **Council Recycling** with **Newcastle Skate**, the store below us in the mall. If you drop in and explain you are from The Roost and are here to recycle, they will gladly lend you the key. Council Recycling is located **up the hill on Morgan Street, past Honey Cafe.**



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RECYCLING AND GARBAGE CONTINUED

The Roost's **small red eco bins** are to be used for **personal waste**, and should be emptied into the communal bins per day - the size should be indicative of your daily use. Because we have a shared organisation system that works so well, **personal waste bins are not permitted.**

The majority of our garbage consists of **disposable coffee cups**. Roosters are **encouraged to use reusable cups** as often as possible, so as to not contribute to waste.

The Roost has a **compost bin in the kitchen**, next to the sink. If you are left with **natural desposables** (coffee grinds, banana peels etc) please try to compost them! When full, the bin is deposited in the **Victory Garden's compost pile**, across the road.



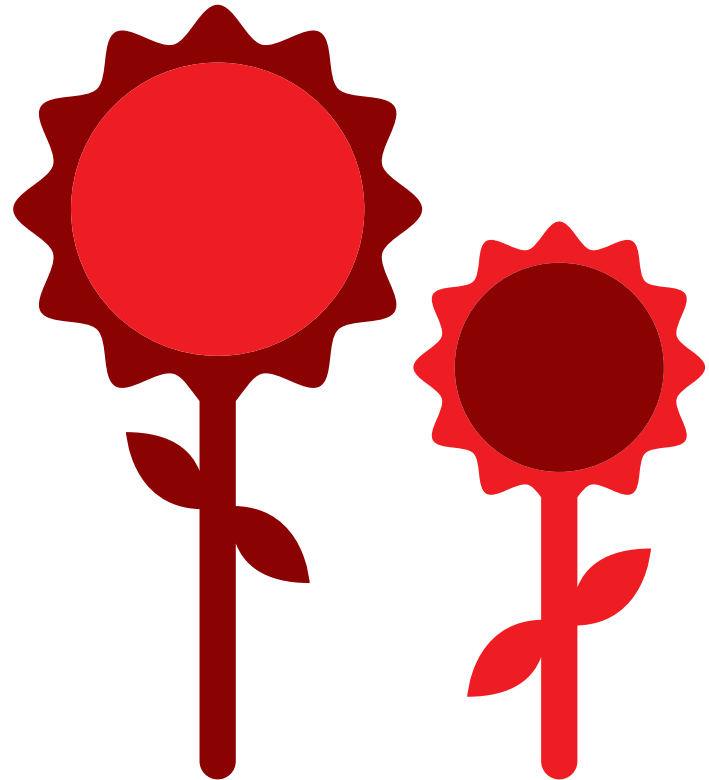
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VICTORY GARDENS

The Roost has volunteered to tend to Victory Gardens, located outside our building - you can't miss it! The plants **need to be watered once a week**, depending on the weather, and can be done so using the **tools situated under the job board**. There are **two watering cans** and a **tap key**, which links to a private council faucet in the car park.

Watering the garden is a **great way to unwind from a stressful day at work!**



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CONTACT INFORMATION



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