



**WOODCRAFT  
GUILD·ACT**

## **Guidelines for the Use of the Guild's Shed and Facilities for Workshops and Events**

1. These guidelines cover approved workshops and events held at the Guild's shed at the Lion's Youth Haven where a participation or entry fee is charged.
2. These guidelines do not apply to activities conducted by SIGs or where members are offered training and learning where participation is free and there may be a charge for materials.
3. Workshops and activities are intended to support the Guild's objective:  
*"to provide opportunities for members to acquire skills and techniques in woodcraft, or to improve their existing skills and techniques, and generally to provide opportunities for members to broaden their knowledge of, and expertise in, all aspects of woodcraft".*
4. A member can seek the approval of the Committee or the Executive to hold a workshop or event. The first point of contact should be the Guild's Event Coordinator ([events@woodcraftguild.org.au](mailto:events@woodcraftguild.org.au)). Proponents will need to provide written request providing information on the purpose, activities, resources, facilities usage, time and cost of the workshop or event.
5. General guidelines are:
  - The workshop or event organiser will need to pay the Guild a minimum of \$100 per day or part thereof, in advance, for each scheduled day of the workshop. This covers use of the shed, tools, machinery and tea and coffee making facilities.
  - Guild machinery and tools can only be used by Guild members who have been accredited by the Guild to use those machines, or under the direct supervision of a suitably accredited member
  - The Workshop organiser is responsible for paying all costs of repairing a Guild machine or tool damaged by a workshop participant, other than fair wear and tear.
  - The Workshop organiser is responsible for ensuring the shed is left in a clean and tidy condition at the end of each day.
  - Workshops will need to find a time that results in minimal disruption to the scheduled use of the shed by members. The last weekend of the month is usually available.
  - Workshops will need to share facilities if the shed is open or it coincides with a scheduled SIG activity. Workshops will rarely be granted exclusive use of the shed and only with prior written agreement of the Committee or Executive.
  - Non-members can participate in Guild approved Workshops and events. They should be covered by the Guild's insurance covering approved Guild events. As non- members are not accredited to use Guild machinery they can only do so under the under the direct supervision of a suitably accredited member.