

THE ROOST

A COMMUNITY
OF INDEPENDENT
CREATIVES

RULES & REGULATIONS - 2016

RULES & REGULATIONS

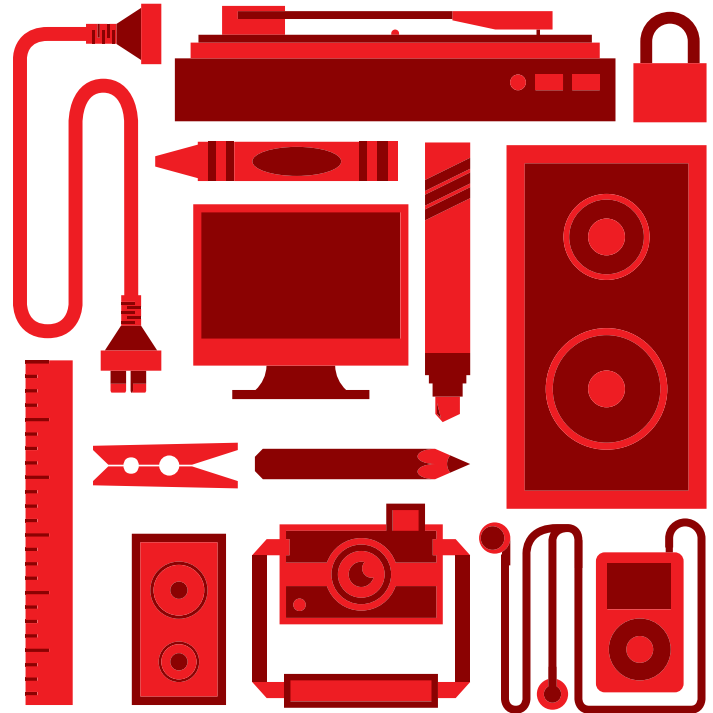


CO-WORKING ETIQUETTE

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.



MEMBERSHIP ELIGIBILITY

TRIAL

To take a free one-week trial at the Roost, you will need to supply your license to be scanned for security and fill out a contact details document. It is expected that you understand The Roost's ethos and believe you would be a good match for the space. A trial is an opportunity for potential members to see if the space and get a feel for the expectations of membership. It is also an opportunity for our board (and current members) to meet you and ensure that you will meet our criteria for hot desk or permanent membership.

CRITERIA FOR MEMBERSHIP

It is expected and required that our full-time members:

- Demonstrate they are active members of the creative community in Newcastle
- Contribute to the Roost through way of voluntary participation in events and duties that benefit the space and its members
- Take ownership in making the Roost a stronger community by use of initiative and skills sharing
- Are respectful of the space
- Use the official communications forum
- Not in direct competition or posing a conflict of interest with other Roost members
- Abide by all Roost rules and regulations



MEMBERSHIP TYPES

\$100
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.

\$90
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. Desk is supplied in the designated student/grad area. BYO Chair.

\$150
PER MONTH
+ BOND

WORKSPACE MEMBERSHIP

This is a permanent position at The Roost, including your own 2m x 1.5m working area. 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**

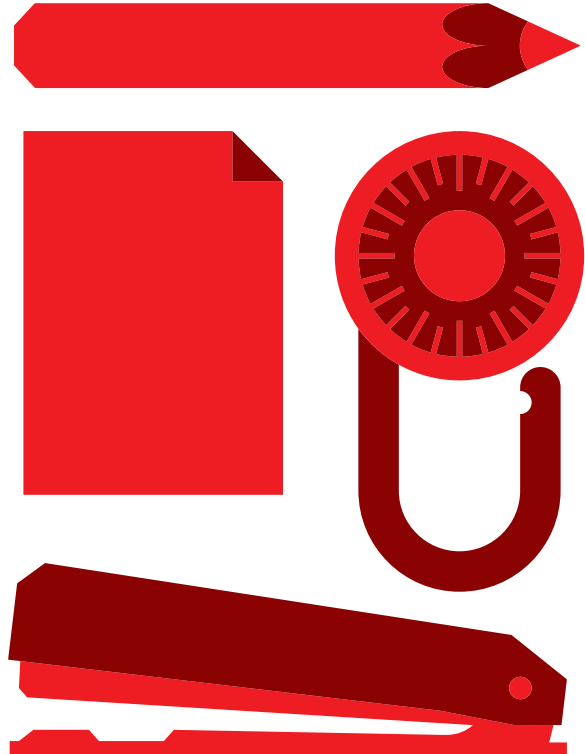


THE ROOST BOARD

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**.



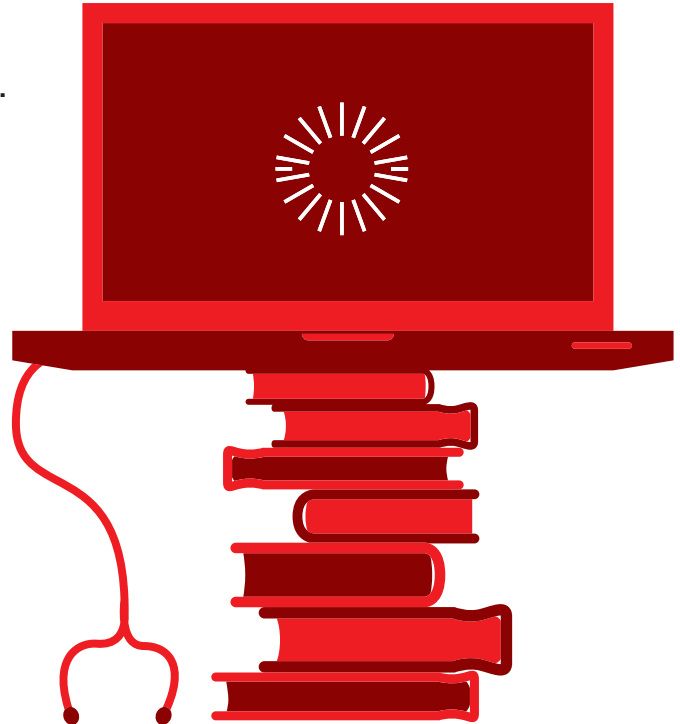
INTERNET & COMPUTER USE

THE ROOST HAS 100/40 NBN INTERNET CONNECTION.

As this is a professional environment, please **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!**

We also share the same electricity bill, so **please do not leave your computer on over night.**



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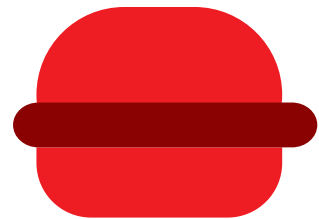
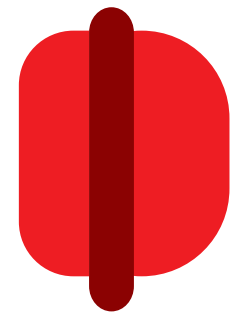
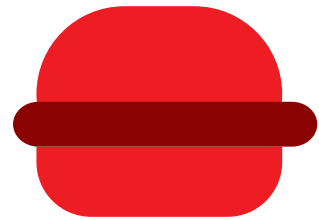
EATING & DRINKING AT WORK

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.**

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!**

BEER, WINE AND ZOOPER DOOPERS are available to be enjoyed by all. Please leave cash in the plastic container in the fridge should you wish to enjoy. Wine is \$2 per glass (bottles on top of the fridge), beer is \$3 each and zooper doopers are \$1 each. We appreciate your honesty and all proceeds go back in the Roost social fund! No IOUs.



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.**

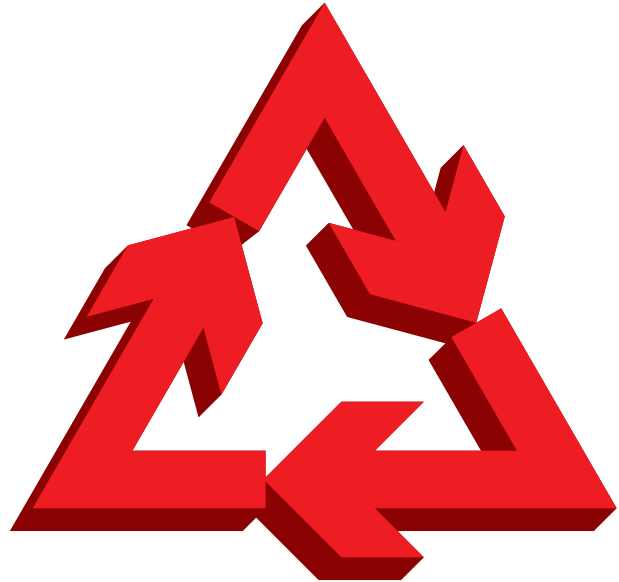
You may notice there are no drying racks for wet dishes, as in the climate of our kitchen, dishes will not dry by themselves. **Please dry up with the tea towels provided.**



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.**



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.

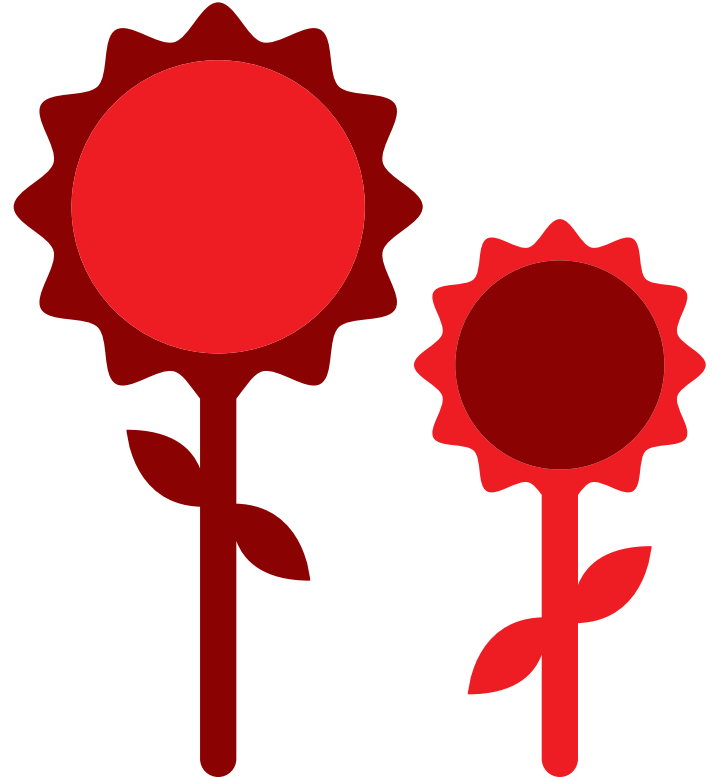
The Roost has a **compost bin in the kitchen**, next to the sink. If you are left with **natural desposables** (coffee grinds, banana peels etc) please try to compost them! When full, the bin is deposited in the **Victory Garden's compost pile**, across the road.



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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