

~~FRONT
UP~~

GOG!

GET OUT OF THE GARRET ●

GOG! Member Handbook

December 2018

WELCOME

Welcome to GOG! at the Front Up Hub.

You have been a creative part of Front Up for a while now and enjoyed our space, well we want to encourage you to Get Out of the Garret! That's not to say that your individual creative spaces are anything like a "garret", but we want you to make the Front Up Hub your very own large space where you are able to create, meet and exchange ideas with other artists from various disciplines, or simply hang out. Use the space and equipment with reverence of course, as if it was your own studio.

GOG! MISSION

Our mission is to foster creativity by offering exhibition, education, and networking opportunities for EMERGE artist. We provide a place for creative people to focus on the development of their art and their career through; Exhibitions, Professional Development, Community Workshops, and Residencies.

INCLUDED IN MEMBERSHIP

SPACE: Studio space/ easel / tables / green room / sound room / electrical equipments / kitchen facilities / workshop space

GREEN ROOM

Make sure the studio lights are plugged in for charging so these are charged for the next day.

Store the video camera in the studio room.

If the green room has been used as a meeting room and the overhead projector used - Turn off overhead projector.

STUDIO

Please save everything including video and music projects on the Lacie hard drive and not on the mac hard drive.

Please turn the volume down on the Steinberg Audio Interface before unplugging microphone leads.

OPEN SPACE

The open space is a shared space. This must be booked ahead of time so the studio manager is aware and you will be allocated a working area.

ACKNOWLEDGMENT

As a courtesy, please acknowledge Front Up in any present or future exhibitions/showcases of the work that was produced at Front Up. Use your own words. See examples below;

- Recorded at Front Up
- Video produced at Front Up
- Video filmed at Front Up
- Created at the Front Up space in Seven Hills

RULES OF THE FRONT UP SPACE

Time & access to the space

The Front Up space is attended by Front Up / GOG! Or Ability Options staff between the hours of 9am and 5pm Monday to Friday. Access is not available outside of these hours unless one of the Front Up or GOG! Staff is present by prior arrangement to lock up.

Please sign in/out at the notice board inside the entrance to Front Up.

Respect the privacy and personal space

- No unsolicited critiques.
- Use headphones to listen to music when other people are present in the space. This rule does not necessarily apply to the studio. If other people in the space are working, the speaker monitors in the studio can be used to mix sound, a consideration would be to shut the door or use earphones when working with sound.
- No spray paint, airborne materials, toxic odors, in the studio space.
- No smoking anywhere in the building or within 4 m of any doorway

Set Up of Tables

Please cover the tables with plastic provided if working on the tables with glue or paint.

Clean up after yourself

Please put your artwork and supplies in a safe place. Put easels, tables, and chairs back where you found them.

Leave the space the way you would like someone else to leave it for you. No one likes mystery oil paint on their clothes or artwork.

If you did not bring it, do not use it. This applies to materials, tools, supplies, food and drink as well as miscellaneous items. Use only what is yours, unless you have permission from one of the Front Up team.

Please be mindful of other members who may need workspace.

Borrowing equipment and art materials

Equipment is not to be removed from the premises. The exception may be for the use of the video camera in order to complete a video production which requires an outside shoot. In this instance, a production schedule would be required in advance and it will be at the discretion of Edith and Gaye as to whether taking the camera off premise is possible.

Members Guests

You are entitled to invite guests/support staff to attend Front Up with you. Your guests are your responsibility and permission should be sought in advance.

If you have invited participants to take part in a workshop in the space please understand that this workshop will have to take place when one of the Front Up staff are in the space.

Storage

Studios are not storage facilities. If you have an upcoming project that will require storage whilst in development, please advise the coordinator to see what we can organise.

Pets

No pets, with the exception of assistance animals, are allowed in the studio.

Lights and power

It is the responsibility of the last member leaving the space to ensure that air conditioners and lights are switched off. Electrical appliances must be unplugged with the exception of the fridge.

Smoking

Smoking is prohibited anywhere on the premises or outside the back door. You can smoke 4 metres from the entrance to the building.

Kitchen

Everyone is welcome to use the Kitchen facilities but each member is to clean up after themselves.

Hazardous materials

Do not pour turpentine or other chemicals down the drain. You are responsible for disposing of all hazardous materials properly.

Information on Hazardous materials and disposal techniques can be found at <https://www.blacktown.nsw.gov.au/Services/Waste/Chemical-and-other-waste/Chemical-clean-out>

Before you leave

Make you sure electrical appliances are switched off and unplugged.

Check all windows and doors are shut and secured.

Check that all lights and aircons have been switched off.

Please treat the space with respect and note the above requirements are for the safety and efficiency of all users of Front Up.

CONTACT

Rosell Flatley
Admin Coordinator
0447 592 292

Gaye Fleming
0418 490 291

Edith Magnussen
0401 269 239