Ipswich Horticultural Society Inc. Guidelines
For Hall Attendance and Guest Sign-In

Every person entering the Society's meeting hall during club hours must sign in upon arrival, regardless of the reason for their visit or the length of time they intend to remain on the premises.

This requirement applies to everyone, including:

- Society members attending meetings or activities.
- Visitors and prospective members.
- Partners, family members and other accompanying persons.
- People dropping off or collecting a member.
- Anyone assisting with carrying plants, equipment or other items into or out of the hall.
- Representatives of other clubs or organisations.
- Anyone entering the hall for any other purpose during club hours.

All non-members must be recorded in the attendance register as **guests**.

2. Guest Attendance and Membership Requirements

Guests are welcome to attend up to **two Society meetings**, paying the prescribed visitor fee. Following attendance at two meetings, guests who wish to continue participating in Society meetings and activities are required to apply for membership and become financial members of the Ipswich Horticultural Society Inc.

3. Member Responsibilities — Hall Setup and Pack-Up

Financial members are expected to take reasonable responsibility for assisting with the setup and pack-up of the hall for Society meetings and activities.

This includes assisting with:

- Setting up tables and chairs before meetings and activities.
- Stacking chairs safely at the conclusion of meetings.
- Returning tables, chairs and other equipment to their designated storage areas after events.
- Ensuring the hall is left in an orderly and safe condition.

Members should work together and exercise reasonable care when moving furniture, equipment and other items. Anyone who is unable to undertake these tasks safely should not feel obliged to do so.

4. Assistance with Plants and Personal Belongings

Where a family member, friend or other non-member attends to assist a member with carrying plants or trays after a meeting, the member should, wherever practicable, assist with the task rather than leaving the responsibility entirely to the non-member.

5. Awareness of Potential Hazards

All members are expected to remain alert to potential risks and hazards in and around the Society's meeting premises.

This includes being mindful of:

- Uneven surfaces, steps, doorways and other potential trip hazards.
- Wet or slippery floors.
- Tables, chairs, plants, trays and equipment that may obstruct walkways.
- Hazards arising from moving furniture, carrying plants or transporting equipment.
- Any other circumstances that could cause injury to members, guests or other people present.

Members should take reasonable care for their own safety and that of others, avoid creating unnecessary hazards, and promptly report any unsafe conditions to a committee member.
The Committee should take reasonable steps to address reported hazards and maintain safe arrangements for Society meetings and activities.

By the Committee