

Unigames Gatekeeper Form - 2018

Gatekeepers should know:

- The Location of the clubroom
- Location of the board games, war-gaming terrain, war-gaming books, models, and the location of the keys to each of those.
- Phone number of UWA security
- The current regulations of Unigames, which are available on the website.
- How to register new members for the club.

The Cupboard:

The cupboard is opened with a combination lock, the code for which all gatekeepers and only gatekeepers should know. The keys should be returned to the cupboard immediately after opening the room. The cupboard must be locked with the bolt lock, as well as the bolts inside the cupboard.

Clubroom:

- As a gatekeeper you can open the clubroom and keep the clubroom open. The clubroom should be only open if you are supervising it, unless you are quickly looking for another gatekeeper. If you are leaving the room for **any other reason**, the room must be closed.
- When you open the clubroom, turn on the lights and make the clubroom inviting to anyone looking in. When you close the clubroom make sure that it is clean and tidy, and all electronic devices are switched off. No dice, food wrappers, drink cans, character sheets etc. should be spread across the table or on the floor.
- Looking after the clubroom is your responsibility.
- If the bin is getting full, empty it. (There are skips at the back of Cameron Hall).
- If the fridge is running low on drinks, fill it from available cartons.
- If there are empty cartons in the fridge take them out.

Speakers: Anyone in the room has the right to veto speaker use.

Money: We have had serious problems regarding theft of food and money in the past. Gatekeepers are the **only** people trusted to handle the money in the money box. Do not let any other member handle the money box. No more than five \$5 notes are to be kept in the money box. All others go in the wall safe and are recorded in the finance tracker, along with notes of higher denominations. If people need change for large notes, allow at your discretion. If not, you can advise the person to swap notes at the Guild cafe. Make sure to keep an eye on people removing items from the fridge, to ensure that they pay for them.

Borrowing: As a gatekeeper, you will be responsible for the borrowing and returning of library resources, which include books, board games, Magic decks, and war-gaming resources. Ensure that all long-term borrowing is written in the borrowing book, and ensure that all short-term borrowers leave their student cards (or some other form of ID) with you, with a note that states which resources have been borrowed. Borrowing of battle mats and dice are subject to special rules. **Make sure you are familiar with current regulations.**

Please turn over

