



# Guidelines for GSA staff using the Mackintosh Furniture Gallery

## Bookings and access

The new Mackintosh Furniture Gallery makes available part of the GSA's collection of Mackintosh Furniture. The gallery is available for bookings by GSA staff who wish to privately view the furniture on display or to take groups of GSA students into the space as part of a programme of teaching. Access is available for 1 hour at a time, between 10am and 5pm, 7 days a week and is managed through GSA Enterprises alongside public access.

Staff bookings must be made a minimum of 48 hours in advance. To make a booking please email [tours@gsa.ac.uk](mailto:tours@gsa.ac.uk) with your preferred time and date. GSA Enterprises staff will respond either with confirmation of your booking, or to suggest an alternative timeslot if the gallery is already booked. You must then sign a copy of this form and bring it, along with your GSA Staff card with you on the day.

Please note that commercial filming / photography shoots, press requests and external visitor groups should not be accommodated by GSA staff but directed to GSA Enterprises or the Press Officer as appropriate. Out of hours access can also be arranged through GSA Enterprises. Please allow a minimum of 7 days' notice and note that a nominal charge may apply for event invigilation.

## Using the gallery

The key for the gallery should be collected from GSA Enterprises staff in the Window on Mackintosh 5 minutes before your booking starts and returned immediately after your agreed finish time. Keys will only be issued:

1. if a booking has been made and confirmed by GSA Enterprises in advance and
2. on receipt of a signed copy of this form and
3. on sight of a valid GSA staff card.

Instructions on operating the lights, window blinds and AV display will also be provided.

As the member of staff who has booked access to the gallery it is your responsibility to ensure that:

1. Groups are limited to a maximum of 20 only.
2. Large bags, backpacks, strollers and umbrellas are not brought into the gallery.
3. Food and drink are not brought into the gallery.
4. Objects on display within the gallery are not moved or touched.

5. You supervise your group at all times. Once the doors are unlocked you must not leave the space. Whilst using the space, the door should be closed behind you so that no one from outside of your group is permitted to enter the space.

6. GSA Enterprises staff in the Window on Mackintosh are immediately informed of any technical issues surrounding access to the gallery - difficulties with blinds/lighting/door-locks/AV, or any other problems with the display itself.

7. On leaving the space, blinds are lowered, lights turned off and the door locked. The gallery should not be left open even to another member of GSA staff. Do not take responsibility for anyone else entering the gallery.

Note that photography is permitted but not the use of a flash.

**Please print and sign below to indicate that you understand and will undertake the responsibilities outlined above.**

Name:

Signature:

Date: