

ROCKHAMPTON MUSEUM OF ART

CONDITIONS OF ENTRY

1 Purpose

Council is committed to providing a safe, welcoming and enjoyable environment for all persons entering the Rockhampton Museum of Art whilst ensuring the protection of displays and artworks placed under its duty of care. Any person entering the Museum or its immediate surrounds is considered to have agreed to follow these conditions upon entry.

2 Definitions

To assist in interpretation, the following definitions apply:

Bags	A container of flexible or other material used for carrying or storing items. This includes, but is not limited to, handbags, laptop bags, nappy bags, camera bags, briefcases, suitcases, music cases, backpacks and shopping bags.
Carer	An individual responsible for providing care or assistance to a child or another person who requires assistance with everyday tasks. For example, teachers, vacation care employees, health care workers or appropriately aged siblings.
Closed Circuit Television (CCTV)	The use of video cameras to transmit images to a specific site where it can be monitored by authorised personnel for surveillance in public spaces or the protection of assets.
Child	Person under the age of 12 years.
Council	Rockhampton Regional Council
Delegated Officer	An employee appointed to a position with a legislative delegation or administrative powers.
Employee	Local government employee: (a) The Chief Executive Officer; or (b) A person holding an appointment under section 196 of the <i>Local Government Act 2009</i> .
Filming	Includes images being captured on moving digital or tape cameras, iPad, digital tablet and/or mobile phone devices.
Guardian	A parent or person who has parental responsibility of a child.
Items	All personal items not captured within the definition of "bags" above; including, but not limited to, umbrellas, skateboards, scooters or any other type of skating device, motorcycle helmets, tripods, monopods, selfie sticks or the like, pointing devices, food and drink.
Museum	Rockhampton Museum of Art.
Photography	Includes images taken on a still camera, iPad, digital tablet and/or mobile phone devices.
Prohibited items	Includes weapons such as firearms, knives of any description capable of injuring a person, blunt objects capable of bludgeoning or threatening a person, flammable goods including open flame devices, laser pointers, glow sticks, illicit substances.

3 Conditions of Entry

- (a) Children under the age of 12 years must be accompanied and remain supervised by a Carer or Guardian at all times.
- (b) Food and drink are not permitted to be consumed within the Museum with the exception of within the restaurant and during approved events.
- (c) Prams, strollers, mobility scooters/motorised wheelchairs and walking aids must be used with care to avoid damage to artworks, displays and/or Museum property and injury to other persons.
- (d) Members of the media comprising of representatives from publishing or broadcasting networks, television stations or radio networks are not permitted on the premises without prior written approval from the Gallery Director or Delegated Officer.
- (e) Persons entering must:
 - i. act in a courteous and respectful manner towards employees and other members of the public,
 - ii. present bags and items for inspection by employees upon request and check any relevant bags or items into the Museum cloakroom when required,
 - iii. maintain reasonable community dress and hygiene standards, including appropriate footwear and clothing,
 - iv. refrain from running,
 - v. abide by all reasonable and lawful directions given by employees,
 - vi. refrain from accessing areas where general public access is not permitted, unless authorised to do so,
 - vii. leave if directed to do so by employees.
- (f) Persons entering must not:
 - i. engage in disorderly, indecent, offensive or unlawful behaviour,
 - ii. cause fear or distress to other persons,
 - iii. assault, threaten, intimidate, insult or harass any person, either verbally or physically,
 - iv. disrupt others or the Museum operations,
 - v. consume alcohol or illicit substances, or enter the Museum in any already intoxicated state or affected by a prohibited substance (alcohol consumption within the restaurant and/or at an approved Museum event or program excepted),
 - vi. smoke or consume tobacco products or vapour cigarettes or devices within the Museum or within the legislated distance from entrances,
 - vii. wilfully and deliberately make excessive noise,
 - viii. cause damage to persons or property,
 - ix. leave personal possessions unattended unless checked into the Museum cloakroom.
 - x. use an audio or visual recording device without approval,
 - xi. take photos or other imagery of a person without that person's consent,
 - xii. operate or solicit a business unless as part of an endorsed Council activity,
 - xiii. undertake fund raising (including selling raffle tickets or soliciting donations) without prior written consent from the Gallery Director or Delegated Officer,
 - xiv. carry out any religious, charitable or other hawking,
 - xv. distribute a petition or conduct a survey without prior written consent from the Gallery Director or Delegated Officer,
 - xvi. bring any prohibited items into the Museum premises,
 - xvii. dispose of any waste of any kind other than in a waste container provided for that purpose,
 - xviii. bring an animal into the Museum, with the exception of certified Guide, Hearing or Assistance dogs and animals approved for exhibition requirements.
- (g) Council reserves the right to:
 - i. refuse entry to or remove a person from the Museum who is in breach of these conditions,
 - ii. if applicable, cancel (either temporarily or permanently) Museum membership,
 - iii. resort to public prosecution if the need arises,

- iv. create records of events and activities taking place with the Museum for reporting, archival and promotional purposes. These records may include images, film and/or sound recordings and will be dealt with in accordance with legislative requirements.
 - v. use CCTV within the Museum and its surrounds.
- (h) Council may deal with any person behaving contrary to these conditions as follows:
- i. An employee will alert the person to the fact their behaviour/action is contrary to the conditions. A warning or direction (or both) may be given.
 - ii. If a person fails to comply with a lawful direction by the employee, Council may exclude or ban the person from entry by:
 - A. imposing an immediate ban for any dangerous or unlawful behaviour; or
 - B. for all other behaviour, issuing notice of an intention to ban, including reasons for the ban and an opportunity for the offender to respond

A person who enters the Museum while they are under a ban is trespassing and their removal will be facilitated by an employee or Queensland Police Service. A person who is trespassing may also be prosecuted under Queensland law.

4 Cloaking Bags/Items

- (a) Bags which exceed 40cm (L) x 15cm (W) x 35cm (H) and items noted under the definition are required to be checked into the Museum cloakroom.
- (b) At their discretion, employees may request a visitor to cloak an item where it is felt the safety of other visitors, displays and/or artworks may be compromised.
- (c) Small transparent bags may be provided for visitors who require access to personal items from bags that they have been asked to cloak.
- (d) Exceptions may be made for visitors with bags containing care needs for themselves, or who are accompanying children or people with disabilities. This includes, but is not limited to:
 - i. bags containing items for a medical condition or first aid supplies. These should be carried by the visitor's side.
 - ii. baby carriers being used to carry a child, however it is requested that these be cloaked when not in use.
 - iii. baby bags securely and unobtrusively attached to a pram, or carried by the Carer's or Guardian's side.
- (e) Additional exceptions may be made at the discretion of employees, and within reason. Any exempted items may be tagged to allow identification by other employees.

5 Filming and Photography

- (a) Photography (without flash) and filming for private purposes is permitted on the Museum premises, except in areas where photography and filming has been restricted.
- (b) Using tripods, monopods or lighting equipment without the express permission from an employee is not permitted.
- (c) Photography and filming for any commercial purpose is prohibited unless prior written permission has been granted from the Gallery Director or Delegated Officer.
- (d) Photographing or filming any part of the Museum's internal security apparatus, including CCTV cameras, movement detectors and /or security employees is not permitted.

6 Sketching and Note Taking

- (a) Permanent Collection: The Museum encourages artists and students to make full use of the permanent collection, and encourages the practice of sketching and note-taking in all permanent collection galleries, provided the following conditions are met:
- i. Visitors are welcome to sketch and take notes with graphite pencils only.
 - ii. Other items including but not limited to spray fixatives, varnishes, markers, pens, chalks, charcoals and coloured pencils are not permitted.
 - iii. Easels and paints are permitted with written permission from a Delegated Officer in advance; sketchbooks or paper must not be larger than an A3 sheet (42.0 x 29.7 cm).
 - iv. When sketching or note taking in the permanent gallery spaces sketchers must take care not to obscure works on display from other visitors and be mindful of congestion within the gallery.
- (b) Temporary Exhibitions: As a condition of loan to most exhibitions, lenders or insurers regularly specify that no pens, pencils or other writing implements may be used in the exhibition. The Museum agrees to these conditions of loan to ensure that the best examples of work are able to be included within the exhibition. Subsequently, any different conditions/restrictions imposed by the lender are not detailed herein and will instead be displayed within prominent locations within the Museum and also on the Museum website.

7 Human Rights Act 2019

In creating these conditions of entry the human rights of persons entering the Museum has been considered in accordance with the *Human Rights Act 2019*. Any limitation of human rights are reasonable and demonstrably justified in the circumstances in accordance with section 13 of the *Human Rights Act 2019*.