

# GENERAL INFORMATION

## BACKGROUND

Recognised in 2009 by the Music Council of Australia as the best community music organisation in Australia, Music For Everyone Inc (MFE) is an ACT community arts organisation that provides music tuition, performance opportunities and workshops for people of all ages, backgrounds and abilities.

Centrally located at the Ainslie Arts Centre with a staff of around 30 professional tutors, our programs for youth and adults are designed to promote participation in music through a wide range of hands-on musical activities.

MFE (formerly Gaudeamus) was founded in 1983 and is a not-for-profit charitable association endorsed as a deductible gift recipient, incorporated in the ACT.

MFE covers its operating costs with income from a number of sources: membership fees; program and workshop fees; grants from government bodies; sponsorship and donations.

MFE costs include staff and tutor salaries, superannuation and insurance; rent and hire of offices, classrooms and performance venues; purchase and hire of equipment and music; and public liability and other insurances.

MFE is run by a Council elected annually from the membership. All individual members are entitled to attend and vote at general meetings. Family members are entitled to one vote per family through their principal family member.

A small part-time staff directs and manages the day to day operations of MFE.

MFE is a community-supported arts organisation and has a continuing need for voluntary assistance. Specialist skills are not required in most cases.

The MFE Council encourages you to support your community arts organisation by offering your voluntary assistance whenever possible. Please keep an eye on the newsletters and notice boards for activities where you can be of assistance.

## FEE POLICY - KEY POINTS

Please see the MFE Members Handbook or visit [www.mfe.org.au](http://www.mfe.org.au) for the **full MFE Fee Policy**.

- Fees for tutorial programs and workshops are due **by the set due date** and should be paid in a single instalment. The due date for payments of fees is listed on the MFE website and in MFE newsletters. **Participants cannot commence classes until fees have been paid in full.**
- Where a member is experiencing genuine hardship with payments, he or she may apply to the Artistic Director/CEO in writing before the due date for a variation of fees.
- Where full payment has not been received by the set due date and no such request submitted, MFE reserves the right to cancel the enrolment.
- **Family and MusicPlus discounts** are only available on fees paid by the due date (except for new enrolments taken after that date).

- **Membership & term fees are not refundable**, unless scheduled classes are cancelled or changed by MFE.
- An administration fee will apply on re-enrolments and payments made after the set due date.

## KEY CLASS GUIDELINES

### Punctuality & attendance

- Please ensure that you are ready to start your class on time.
- At the completion of your class, please vacate the room as quickly as possible. Many tutors have classes that run back-to-back and it is therefore essential that classes start and finish at the scheduled time.
- Please advise the MFE office as soon as possible if you are unable to attend a class. Please read the full Fee Policy in the MFE Handbook regarding conditions governing missed classes.

### Childcare

- MFE does not provide childcare. There are no facilities or staff to care for participants outside their scheduled class times. Participants should arrive at their designated music room at the scheduled start time of their class and be collected from their music room immediately after the scheduled finish time.
- MFE does not provide supervision for children who arrive early or are collected late. Young participants and friends/siblings should be supervised by an adult when they are on the premises (including the grounds) and not in their class.

### Conduct

- Smoking is prohibited on the premises (including the grounds) of the Ainslie Arts Centre.
- The Ainslie Arts Centre is not purpose-built as a music centre. Sound travels easily around the building. Please keep unnecessary noise to a minimum.
- Please behave courteously and considerately towards all others using the Centre.

### Emergencies

- Ambulance: where MFE calls an ambulance to attend to someone in need at any MFE event or activity, any costs incurred in so doing shall be the responsibility of the patient.

## MEMBERSHIP FEES

Participants in MFE programs are required to be current members of MFE. Participants can become MFE members when they enrol by filling out the membership application and paying the appropriate membership fee. Fees are:

- Annual family membership \$25
- Annual adult individual membership \$20
- Half-year membership (from 1 July) \$15 (for families or adult individuals).

