

1. Current room booking

CURRENT v4.1 | Effective 9 April 2031 | Original page 1 of 6

This guide applies to fictional Ambercliff community craft workshops. Version 4.1 took effect on 9 April 2031. Room names identify bookable spaces; they do not name separate organizations or venues.

The current Alder room capacity is 26 participants. The Birch room capacity is 18 participants. The stated capacities include teaching assistants who remain in the room during the session.

For a Saturday workshop, submit the booking by 16:30 on the preceding Thursday. The desk records the submission time in the booking register. The rule concerns booking submission, not the arrival time of participants.

Each booking receives a label chosen by the room desk. A host writes that label on equipment requests and cancellation messages. A room colour printed on a map is not a booking label.

2. Cancellations and retained archive

CURRENT v4.1 | Effective 9 April 2031 | Original page 2 of 6

For a cancellation, send the message to `rooms@ambercliff.example`. For a cancellation, include the booking label. The room desk needs both the message destination and the label to identify the reservation.

Hosts should cancel a duplicate reservation as soon as they notice it. The desk keeps the cancellation message with the booking register. A spoken comment to a tutor does not replace the written cancellation message.

ARCHIVE - version 3.6, withdrawn on 8 April 2031. The Alder room capacity was 36 participants. Saturday booking submissions were due at 11:20 on Friday. The archive address was `oldrooms@ambercliff.example`.

Archived room maps remain useful for understanding the former entrance route. They cannot establish current capacity or booking deadlines. The clear wall sleeve contains the current room guide.

3. People and access requests

CURRENT v4.1 | Effective 9 April 2031 | Original page 3 of 6

The workshop duty lead is Mira Halden. The equipment assistant is Daren Keel. The duty lead confirms room handovers; the equipment assistant prepares the requested kits.

The workshop accessibility contact is access@ambercliff.example. Hosts use that address to describe the requested room arrangement. The address also handles access requests for visiting records-training groups.

A host can request a quiet table away from the main demonstration bench. The desk confirms the table arrangement in the booking register. A quiet table does not reserve an entire room.

A visiting group may include a support worker. The host records that person as part of the participant total when applying the room capacity. The guide does not assign medical or caregiving duties to room staff.

4. Equipment pickup

CURRENT v4.1 | Effective 9 April 2031 | Original page 4 of 6

The projector pickup point is cabinet J8. The cabinet holds the projector case and its checked cable pouch. The projector checkout card lists the case number and the host booking label.

Confetti is not permitted. Paper shapes used inside a contained demonstration tray are allowed, provided they remain in the tray. Glitter is also prohibited because it enters the floor joints.

A host collects a cutting mat from the mat rack and leaves damaged mats on the repair shelf. The equipment assistant checks repairs before a mat returns to the rack. A booking does not guarantee a particular mat colour.

The room desk can lend a portable whiteboard. The host checks its wheels before moving it. A whiteboard must not be placed in front of the marked exit route.

5. Room receipts and related handoffs

CURRENT v4.1 | Effective 9 April 2031 | Original page 5 of 6

The room usage receipt code is AC-U63. The room desk prints that code on the receipt after a workshop finishes. The receipt records which room was used and which booking label it belonged to.

Mossfall invoice staff may request an Ambercliff room usage receipt for a workshop invoice. A booking confirmation is a different document and does not certify that the room was used.

The room desk retains one receipt copy in the completed-bookings folder. A host receives the other copy. Replacement copies retain the original booking label and are marked COPY.

A temporary room sign can display the workshop title. The host removes it after the session. Signs must be attached with the removable clips supplied by the desk.

6. Equipment return and document control

CURRENT v4.1 | Effective 9 April 2031 | Original page 6 of 6

The projector return deadline is by 09:15 on the next operating day. Return the complete case to the room desk. The pickup cabinet is locked outside staffed collection periods.

After a session, the host clears the demonstration bench and places used cloths in the labelled laundry tub. Equipment faults go on the checkout card so the assistant can separate faulty items.

The duty lead owns this guide and approves changed room rules. The guide is checked when room layouts or booking processes change. Older copies remain clearly marked ARCHIVE.

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