

PROJECT STORAGE PERMIT

(See storage rules on other side of permit.)

Issue Date _____

Bin location _____

OR

Back room location _____

NAME _____

PHONE NUMBER _____

E-MAIL ADDRESS _____

EXPIRATION
DATE _____

PROJECT MATERIAL MAY BE STORED FOR A
MAXIMUM PERIOD OF 3 MONTHS OR, PRIOR TO
CLEAN-UP DAY, WHICH EVER COMES FIRST.

PERSONAL MATERIAL STORAGE IS NOT PERMITTED.

Dates of Work	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

RULES FOR STORAGE IN EDUCATION CENTER

(SEE OTHER SIDE FOR THE PROJECT STORAGE PERMIT)

1. A PROJECT STORAGE PERMIT must be completed for all items left in the Education Center.
2. There is to be no storage in the SHOP.
3. Bins in the ASSEMBLY AREA are for Projects on which work is being done. They are not for storage of personal property, material not being used on a project, or for flammable material. Permits are for a maximum of 3 months, but this may be extended for 1 month with permission of the shop superintendent/assistant superintendents.
4. Lumber and large projects may be placed in the BACK ROOM using the designated areas. Lumber storage should be short term (1 month or less). Projects in the BACK ROOM are subject to the rules above. No lumber or other material is to be placed randomly in any area.
5. Glued up items may be left over night to be unclamped the next AM by the owner or another member. The next AM shop supervisor may be requested to remove clamps by leaving a note in the Shop Log book, indicating where the item is then to be placed.
6. Project materials, lumber, and tools are not to be left on carts. Large projects may be left briefly on a dolly.
7. There will be times when the Guild needs to free up storage areas in the Education Center. Clean-up days and shop renovations are two examples, but there may be others. In these circumstances members will be given as much notice as possible by the shop superintendent or his designate, and if so notified, will be required to remove any materials or projects prior to identified date, regardless of the expiration date on the permit.
8. Members will be notified by telephone or E-Mail if their PROJECT STORAGE PERMIT date has expired. Prompt response will be appreciated. Lack of response may result in disposal at the discretion of the shop superintendent/assistant superintendents.