



## KANSAS CITY WOODWORKERS' GUILD

### SHOP RULES & GUIDELINES

1. The Director of Assets is responsible for overall coordination of the Shop and has the authority to stop activities not believed to be consistent with these rules and guidelines set forth by the Board.
2. A Shop Foreman must be present to use the Shop.
3. Anyone operating equipment must have passed the Guild Safety Test, signed the Waiver of Liability, and be a member in good standing.
4. Guild posted Safety Rules will be followed.
5. The user is responsible for damage due to negligence.
6. Before entering the Shop, everyone must complete the Sign-in Book, including the purpose of use.
7. Name tag must be worn while in the Shop.
8. Before leaving the Shop, it must be returned to as-found or better condition. This includes, but not limited to, sweeping floor, removing dust from tools, emptying cabinets beneath stationary tools, emptying dust collectors when bags are at the fill mark, closing/locking tool cabinets, and unplugging power equipment. Tables and chairs should also be returned to their designated location.
9. No personal property, except for Guild sponsored projects, may be left on the premises without prior approval from the Shop Foreman. Materials left in shop must be labeled with owner's name, contact information, date, and planned date to remove and stored in the area designated by the Shop Foreman. The Guild will not be responsible for any personal property. Scrap materials from personal projects shall not be left in the shop.
10. Reclaimed material will not be used on Guild equipment without prior approval of the Shop Foreman. The following guidelines will be used at the Shop Foreman's discretion to determine whether reclaimed material can be used:
  - Finish should be removed.
  - Visual inspection of boards to assess foreign objects.
  - Metal detector to confirm whether nails, screws, or other metal objects are present.
11. Guild sponsored events will have priority over personal projects and shop time.
12. No Guild owned property may be removed from the Shop without prior approval from Director of Assets.
13. Shop users agree to follow Shop Foreman's directives, including leaving the Shop if not following the shop rules.
14. Repeated violation of these rules is cause for losing Shop privileges and other Membership privileges pending Leadership Committee decision.