

# Shop Rules

These rules are in effect until further modified by the Board. Failure to abide by these rules may result in being banned from the shop.

Any person working in the shop under the age of 18 must be accompanied by an adult.

## 1. **Shop Manager:**

The Shop Manager is in charge of the shop and will enforce the shop rules. Keys to the shop may be taken away from the Shop Manager if these rules are not enforced. The Shop Manager is responsible for making sure that people working in the shop follow the shop rules, and that disagreements are settled. He/she is also responsible for making sure that when the shop closes, it is cleaned, tools and other materials are put back in their proper places, the lights are turned off and the door is locked. The Shop Manager must not leave the shop during his/her shift. Neither Shop Managers nor any other person may remove property from the shop.

## 2. **CONDUCT OF OCCUPANTS OF THE SHOP:**

**Alcohol/drugs:** For safety reasons, workers and any guests must be sober at all times when they are in the shop. No alcohol consumption or alcohol storage is permitted anywhere in the shop or the immediate vicinity. If there are alcohol related incidents in the shop, the Shop Manager will ask the person to leave OR the shop will be shut down for the shift.

**Misconduct:** You are expected to treat others in a courteous and respectful manner. We want this to be a family friendly place. Watch your language around kids. Conflict is normal, but violent or abusive language or behavior will not be tolerated. Being disruptive, disorderly, excessively loud, fighting, or otherwise breaking these rules will not be tolerated. No weapons are allowed.

Brandishing objects as weapons will not be tolerated.

**Noise:** Noise outside, including barking dogs, must be kept to a minimum to avoid complaints from the neighbors.

**Sleeping:** No sleeping is permitted in the shop.

**Work with a partner or a Shop Manager:** If people are working with tools in the shop there must be two people there at all times.

**Hours:** The shop closes at 11:00.

3. **PARKING:** We have three parking spaces and the space in front of the garage door. People need to park on the street or at the south end of the parking lot by the dumpsters where we

store the wood. Three cars can park there. Leave the space in front of the shop for loading and unloading materials and for visitors to park.

4. **PETS:** Clean up after your pet immediately. Again, we don't want any complaints from the neighbors. No pets are allowed in the non-office workshop area. Pets may be in the office area if they are on a leash and controlled or crated/fenced. Try to keep barking to a minimum so we don't get complaints.
5. **SAFETY:** Wear safety glasses. Wear ear protection and masks if necessary. Do not work with tools you have not been trained on. Wear closed toe shoes in the work areas.
6. **CLEANING:** Just do it! Share the work load and help each other out. If we can't work it out there will be a rotating cleaning schedule so that some people don't repeatedly get stuck with all the cleaning.
7. **KITCHEN AND OFFICE AREA:** No person should be in the kitchen area or office who has not signed up for that particular shift. However, the Shop Manager may use his/her discretion in allowing people who have not signed up for that particular shift to use the kitchen and office area until the end of that work shift.

**APPLICABILITY:** These rules apply to the office and kitchen area of the building, the work shop, the area outside the workshop and the rented area in the back where we store the wood.

The Board will have the final say in any incidents or disputes involving people working in the shop or its immediate vicinity.

**EXCEPTIONS:** Exceptions to these rules must be approved by the board. Examples: Volunteer movie watching after 11:00 some nights, fundraising events where alcohol is served, etc.