

*Center for Creativity*  
**WILLIAMSPORT COMMUNITY WOODSHOP**  
**STORAGE POLICY**

STORAGE SPACE IS LIMITED AND IS PROVIDED FOR THE CONVENIENCE OF MEMBERS.

MEMBERS MAY ONLY STORE ITEMS AT WCW IF THEY HAVE SIGNED THIS POLICY.

WCW IS NOT RESPONSIBLE IN ANY WAY FOR STORED PROJECTS, TOOLS, OR MATERIALS.

MEMBERS STORE ANY AND ALL ITEMS AT THEIR OWN RISK.

## **1. STORAGE LOCKERS**

- 1.1. Storage lockers are the safest and most private means of Member storage of personal tools, materials, and projects.
- 1.2. Lockers are rented by the month and the rental fee is billed to the Member, in advance, on cycle with Dues.
  - 1.2.1. Annual Membership: rental will continue month to month until Member provides notice to WCW.
  - 1.2.2. 3-month Membership: Rental will be for a pre-determined number of months set at the time of rental; renewal thereafter will be on an “as available” basis.
- 1.3. Locker rental rules and prices are subject to change at the discretion of WCW management.
- 1.4. Member must bring their own lock. Member must deliver to WCW a copy of the key or combination to the lock for their locker. WCW reserves the right to cut the lock.
- 1.5. No flammable materials may be stored in the lockers; see rules regarding flammable materials below.
- 1.6. WCW has the right to inspect the contents of any locker at any time.
- 1.7. Member may place shelving inside a locker but may not screw or otherwise attach shelving to a locker. Pre-drilled shelf pin holes are provided in all lockers.
- 1.8. Member must empty and clean locker by the final day of its rental. After 14 days, all remaining contents shall be deemed abandoned and become the property of WCW.
- 1.9. Any contents found in an unrented locker may be removed by WCW.
- 1.10. In the event of an abuse of lockers or WCW’s storage policy, WCW may, at its sole discretion, terminate locker rental or deny Member an extension of a locker rental at the end of the then current rental month and require that Member remove his/her materials at the end of the current rental month to maintain active membership.

1.11.	Storage Locker Rental prices:		
1.11.1	Full Locker	24" depth X 48" width X 96" height	\$25 per month
1.11.2	Half Tall Locker	24" depth X 24" width X 96" height	\$15 per month
1.11.3	Half Short Locker	24" depth X 48" width X 48" height	\$15 per month
1.11.4	Quarter Locker	24" depth X 24" width X 48" height	\$10 per month

## 2 STORAGE ROOM AND OPEN STORAGE AREAS

- 2.11 For projects and materials that do not fit into storage lockers or do not require a full month's locker rental, WCW offers "open storage" in designated storage areas for the convenience of our Members.
- 2.12 Open storage is limited to active projects only. Materials should be brought in only as needed and removed when not in use. **WCW is not a substitute for a personal or commercial storage facility.**
- 2.13 Open storage of projects and materials is allowed only in designated storage areas unless granted permission by WCW. Storage in the workshops, lumber rack, lounge, hallways, and parking lot is not permitted without permission from WCW staff.
- 2.14 All materials must be either boxed or securely bundled and labeled with Member's full name in chalk, on a piece of tape or with paper so that WCW staff can easily identify and/or move stored materials when necessary. Each bundle must have all elements securely wrapped and be sized no larger than can be easily moved by one person.
- 2.15 Storage Tags are required for all items stored at WCW and must be signed out to a Member by WCW staff. WCW reserves the right to establish monthly rental fees for stored items/materials.
- 2.16 Untagged materials and projects may be removed by WCW staff. After 14 days, untagged materials and projects shall be deemed abandoned and become the property of WCW.
- 2.17 All materials are subject to inspection and approval by WCW staff prior to storage. Member should consult WCW staff before starting a project to determine if it will be approved for storage.
- 2.18 Upon termination of membership, all stored materials must be promptly removed. Any materials remaining in storage more than 14 days after termination will be deemed abandoned and become the property of WCW.
- 2.19 WCW may limit the amount and duration of material storage in its sole discretion and, in the case of abuse or violation of WCW's storage policy, may require Member to remove some or all of his/her materials to maintain active membership.

## 3 GLUE UPS

- 3.11 Glue-ups shall not be left on tables or benches, unless approved by WCW staff.
- 3.12 All fresh glue-ups must be marked with Member's name and the date and time of the glue-up. WCW staff may move the glue-up to an easily accessible area of the shop if space is needed.

- 3.13 After approximately 12-24 hours, clamps will be removed by WCW and a Special Tag will be assigned by WCW. If a glue-up is not marked with the date and time of gluing, the clamps will be removed by WCW at our discretion of adequate drying time.

**4 FINISHING**

- 4.11 All freshly finished items must be marked on the Finishing Log with Member’s name, a project description and the date and time of the finish application.
- 4.12 After 24 hours, a Special Tag will be assigned by WCW and the project may be moved to storage. If a project is not marked with the date and time of the finish application, WCW may move the project at our discretion of adequate drying time.

**5 STORAGE OF FLAMMABLE MATERIALS**

- 5.11 No aerosol, oil-based or other flammable materials and finishes (“Flammable Items”) may be stored anywhere at WCW other than in designated fire-proof cabinets. Violation of this rule is grounds for immediate revocation of storage privileges and/or membership.
- 5.12 Flammable Item Tags (obtainable from WCW staff) are required for all flammable items stored in WCW’s fire-proof cabinets. Any untagged Flammable Items may be removed by WCW from the fire-proof cabinets at any time.
- 5.13 Any brushes, rags, or other applicators used with any oil-based finishing must be safely disposed of by Member. If fire-proof cans are full or otherwise not available, then Member is required to take such items with them when departing the premises.
- 5.14 At any time and for any reason, WCW may be required that storage of Member’s Flammable Items end and Member remove his/her Flammable Items to maintain active membership.

**WCW IS NOT RESPONSIBLE IN ANY WAY FOR STORED PROJECTS, TOOLS, OR MATERIALS.  
MEMBERS STORE ANY AND ALL ITEMS AT THEIR OWN RISK.**

**I HAVE READ THIS *EXHIBIT F: STORAGE POLICY*, UNDERSTAND IT AND AGREE TO COMPLY WITH ALL RULES AND REQUIREMENTS.**

Name (Print): \_\_\_\_\_ Date \_\_\_\_\_

Signature: \_\_\_\_\_