



KANSAS CITY WOODWORKERS' GUILD

SHOP RULES & GUIDELINES

1. The Director of Assets is responsible for overall coordination of the Shop and the Shop Foremen have the authority to stop activities not believed to be consistent with these rules and guidelines set forth by the Board.
2. A Shop Foreman or qualified Instructor must be present to use the Shop.
3. All Members using the shop must have a Green Name Badge signifying they have attended the Safety Orientation, completed the Guild Safety Test, signed the Waiver of Liability, and be a member in good standing.
4. Guild Safety Rules will be followed or you may be asked to leave or lose shop privileges.
5. The user is responsible for damage due to negligence.
6. Please wear your Name Tag while in the Shop.
7. Clean up after yourself. Put away tools, sweep off benches, sweep floors, empty trash cans or dust collector is needed.
8. When you leave, your project leaves with you. Storage is available for rent in back. Glue ups may stay overnight with Shop Foremen's approval. The Guild will not be responsible for any personal property.
9. Finishing of personal projects is not allowed in the Guild Shop. This includes all finishes and stains whether sprayed, brushed, dipped or otherwise applied.
10. Report any malfunctioning tools or equipment to the Shop Foremen. Return hand tools to the cabinet in sharp condition.
11. No Pressure Treated, wood with finishes applied, green lumber or Barn Wood is allowed to be processed in the shop. Reclaimed material requires 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.
12. Woodworking requires you full attention. Distractions should be avoided if at all possible. Use of cell phones, listening to music or other distractions are not to be used while working in the shop.
13. Guild sponsored events have priority over personal projects and shop time.
14. No Guild owned property may be removed from the Shop without prior approval from the Director of Assets.
15. Shop users agree to follow Shop Foreman's directives, including leaving the Shop if so asked.
16. Repeated violation of these rules is cause for losing Shop privileges and other Membership privileges pending Leadership Committee decision.