

Kansas City Woodworkers Guild

Project Storage Policy

- 1) Projects are to be stored in the designated Storage room or in the lockers across from the kitchen.**
- 2) Projects, materials, and tools belonging to Guild Member are stored at the owner's risk. The Guild assumes no liability for any loss or damage due to fire, flood or theft.**
- 3) Storage space provided and fees charged are reimbursement for rent, heat and light that are being paid by the Guild.**
- 4) Rental fees are due and payable at Guild General Meeting (third Wednesday of the month). Rental of project storage space will be prorated at a rate of (.015/sqft/day) from the first day of storage until the first Guild General Meeting after the beginning of rental period. Fees are in one month increments and no refunds will be paid for shorter durations.**
- 5) Space is provided on a first come basis for vacant areas in the storage area.**
- 6) Rental process:**
 - a) Determine if the space needed for your project is available. Coordinate with the Director of Assets or his designated representative for a rental space.**
 - b) Fill out the rental form (2 parts) Complete part 1; sign the rental agreement, deposit it along with fee in pay box or give it to a Guild Officer. Attach part 2 to your project or another object in rental space.**
 - c) Fees may be paid for as many month increments as you wish. Discounts will be allowed for multiple periods paid in advance. 30 days .50/sqft, 60 days .45/sqft, and 90 days .40/sqft. more than 90 days .40/sqft**
- 7. Rent for space must be current. There will be a 2 week grace period after the Member is notified of delinquent rent. If the rent is then not paid the Member will be notified to remove their materials/tools ASAP.**