

Policy of  
Greenville Woodworkers Guild, Inc.

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<b>Title:</b>	Use of the Guild Woodworking Shop	Policy No.:	7
		Revision:	4
		Date Adopted:	June 10, 2013
		Resolution:	2013-19
		Date Effective:	June 10, 2013

**Statement of Policy:**

Use of the Greenville Woodworkers Guild Inc. (the "Guild") woodworking shop (the "shop") shall be governed by the requirements as set forth herein.

**Reason for Policy:**

The Guild maintains a woodworking shop for the use of its members. This Policy sets forth operating requirements necessary for the safe, efficient and orderly operation of the shop.

**Policy Requirements:**

- Members are responsible for their own safety and must be aware of and comply with all shop rules and regulations.
- All persons in the shop during hours of operation must have signed a Liability Release Waiver within the prior 12 months and said Waiver must be on file at the shop.
- Use of the shop shall be limited to (a) Guild sponsored group work sessions, (b) Guild sponsored mentoring and training sessions, and (c) individual member work sessions.
- Shop hours shall be set by the Education Center Superintendent or his designee.
- Work sessions shall be scheduled by the Education Center Superintendent or his designee.
- Guild sponsored work sessions shall have scheduling priority over individual member work sessions.
- Use of the shop is limited to Guild members only. Members may be accompanied by "helpers" to assist with material handling, glue ups, etc. Any person under 18 years of age who is in the shop during operational hours must be accompanied and supervised by a parent or guardian.
- Individual members will not use the shop for monetary gain or for commercial purposes. Activity that is primarily non-commercial in nature but involves an incidental relationship to a commercial activity may be approved on a case-by-case basis by the Woodworking Shop Manager or his/her designee.
- A designated Shop Supervisor must be on the premises at all times that any work session is in process. No work activity shall be conducted if a Shop Supervisor is not present.
- The supervisor on duty is responsible to ensure members are using the shop and equipment in compliance with shop rules and regulations. The supervisor on duty should enforce these rules and regulations in a professional and tactful manner.
- The Shop Supervisor(s) may set a maximum number of people using the shop at any one time as may be warranted by nature of on-going activities in the shop at any point in time.
- Members will be required to use their own tools and equipment where not supplied by the Guild.
- Members will provide whatever materials and supplies that may be required for their personal projects and will replace any Guild supplies that they may use.
- Members are required to clean equipment and the area around the equipment following their use of the equipment.
- The Woodworking Shop Manager shall establish and administer shop rules and regulations that are necessary to implement the requirements of this Policy and/or are necessary for the safe, efficient and orderly operation of the shop.
- A supervisor on duty, at their discretion, can require a member to leave the shop for failure to comply with shop rules and regulations if the member refuses to comply after being warned about non-compliance. This action can be the result the supervisor on duty observing the infraction or having the infraction being brought to their attention by another supervisor, the Woodworking Shop Manager or the Education Center Superintendent. If a member is asked to leave the shop, the "on duty" supervisor MUST file a report of the incident with the Shop Manager and with a copy to the Education Superintendent immediately (less than 1 hr).
- The Education Center Superintendent may suspend or revoke any member's shop usage privileges for failure to comply with shop rules. A member may appeal such a suspension or revocation to the Board of Directors.
- The requirements of this Policy shall be prominently posted and displayed at the shop premises.