

Policy of Alabama Woodworkers Guild

Title: Use of the Guild Woodworking Center

Policy No.:

Date Adopted:

Statement of Policy:

Use of the Alabama Woodworkers Guild (the “Guild”) Woodworking Center (the “shop”) shall be governed by the requirements as set forth herein.

Reason for Policy:

This Policy sets forth the operating requirements necessary for the safe, efficient and orderly operation of the “shop” maintained by the “Guild” for the use of its members.

Policy Requirements:

- A Shop Manager (appointed by the board) 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.
- Members are responsible for their own safety and must make themselves aware of and comply with all shop rules and regulations. Woodworking is a dangerous activity. Accidents often occur. A member must not attempt any operation in the shop for which he/she is unsure of how to accomplish safely nor shall he/she operate any machine for which he/she is not certain of how to safely operate it. He/she shall inspect each machine prior to use to assure that it is in safe operating condition.
- 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 training sessions and (c) individual member work sessions.
- Guild sponsored work or training sessions shall have scheduling priority over member work sessions.
- Hours of operation shall be set by the Shop Manager or his designee.
- Work sessions shall be scheduled by the Shop Manager or his designee.
- 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 must be accompanied and supervised by a parent or guardian.
- Individual members will not use the shop for monetary gain or for commercial purposes.
- A designated Shop Supervisor must be on the premises at all times that any work session is in process.
- 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.

- The Shop Supervisor shall require any member, who in his opinion is performing an unsafe act, to stop. The member must stop the act, however, he/she may appeal the decision to the Shop Manager.
- 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 they may use.
- Members are responsible to maintain a clean working environment at all times.
- Members will clean-up their work areas before leaving the shop.
- The Shop Manager 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.
- The requirements of this Policy shall be prominently posted and displayed on the shop premises.