

Guild Annex Management

The 800 square foot space across from the Guild Shop serves several purposes:

- Storage of materials and equipment used for Guild meetings and other events
- Storage of materials and equipment required to maintain the Guild Shop.
- Storage of materials and equipment used by various Guild programs, including:
 - Education
 - Estate Sales
 - Community Projects
 - Project Build
 - The Toy Group
- Storage of machines used on an occasional basis in the Guild Shop.
- Transitional space for temporary storage.
- Rental space for members.

General Guidelines for the Annex

The Guild shop annex is a great resource, but it takes cooperation among our various users to make effective use of this space. It's not a drop off point or for items with an undetermined purpose or value to the Guild, or long-term storage for items not designated for any particular use.

- All materials brought into the Annex must be stored in designated storage areas or tagged.
- Items not in designated storage areas **MUST BE TAGGED**. Tags and fasteners are located in a caddy on the rental shelf rack. If there's no indicated "owner" or purpose for an item occupying floor space, it will be disposed of.
- Individuals offering items to the Guild as a donation should contact the Estate Sales Manager. If the Guild does not have a use for them, they can be offered for sale...or for free...by going to Forums/Buy & Sell, on the Guild web site.

Guidelines for transitional space

Transitional space has been designated for temporary storage of items such as large projects in process in the shop, bulk purchases of wood to be distributed, and tools and materials being held for estate sales.

- Individuals wishing to use space in the Annex on a short-term basis should contact the Annex Manager to determine that space will be available in the time frame desired. In general, this space will be made available for a few days or a few weeks.



- All items left in the Annex must be marked with the owner's name, telephone number, and date left so that the Annex Manager may contact if there is an issue.
- All item left over 7 days without paying a rental fee, without agreement by the Annex Manager, or without an owners identification will be regarded as abandoned and disposed of in some manner.

Guidelines for electrical panel area and fire extinguisher

Fire Department regulations require a clear space be maintained in front of the electrical panel and the extinguisher. The area which must remain clear is marked by yellow and black tape on the floor as shown below. If any items are found in the marked area, remove them, put a note on them stating they were placed in a prohibited area, and notify the shop operations manager.

