

It is proposed that the following text be added to the Eugene Maker Space Policies Document. The new policies, if approved, would take effect on January 1st, 2014.

Storage

Eugene Maker Space provides storage for its members' projects. Each membership includes a small amount of storage, and members in good standing may rent additional storage.

The Board may override any provisions of this section on a case-by-case basis as new conditions arise.

If a member feels that others are abusing the storage policies or has other issues with the storage policies, they may contact the Resource Manager for assistance.

Storage Included in Membership

Each member in good standing is entitled to keep one box of materials at Eugene Maker Space. That box shall not exceed 18" by 12" by 12". The box must be clearly labeled with the member's name. Eugene Maker Space will provide shelf space for members' boxes, and the box must be stored on the shelves whenever the member is not present. (But see exception in section Short Term Storage below).

If the member does not have a box, Eugene Maker Space will lend the member a box free of charge. Provided boxes may be smaller than the allowed size above.

Storage Rental

A member in good standing may also rent additional storage space.

Additional shelf spaces may be rented for \$2/month/linear foot, subject to availability. Rental shelf space has lower priority than members' free shelf space.

The top shelves of our shelving units have more than 12" clearance. Items more than 12" tall may be stored on the top shelves at no additional charge, subject to their limited availability.

A member may rent floor space for larger projects, subject to availability and approval by the board. Floor space may be rented by the month or for shorter periods. For full months, the rate is \$2.50/square foot/month with a \$25/month minimum, i.e., 10 square feet minimum. For shorter periods, the rate is \$0.20/square foot/day with a \$2 minimum. The first 48 hours is free and does not require board approval, subject to the restrictions listed under Short Term Storage below.

Any item in rented storage must be clearly labeled with the member's name and the date through which the storage rental is paid.

If a member fails to pay a rental fee, Eugene Maker Space will make a reasonable effort to inform the member. If the owner does not redress the situation within 30 days, then Eugene Maker Space will dispose of the stored items as it sees fit.

Other Storage

If a member has other storage needs, e.g., a locked room or permanent work tables, that member may petition the board. The board will

negotiate terms and rates.

Short Term Storage

A member may leave project materials out on tables, work benches, or the floor for up to two hours while not present. Members are encouraged to be considerate in using this privilege.

A member may store project materials on the floor for up to 48 hours between work sessions, after making a reasonable effort to get them out of the way. If the member needs more than 10% of the available floor space for short term storage, he/she must announce his intentions to the membership 24 hours in advance. (E.g., post to the discuss@eugenemakerspace.com mailing list) Members are encouraged to be considerate in using this privilege.

Donations and Loans

A member may lend equipment and tools to Eugene Maker Space. Any lent tools must be clearly labeled with their owner's name and contact info. The owner may take back the lent items at any time.

A member may also donate equipment, tools, and project materials to the space. Members are encouraged to label large donated item with their names and an indication that it is donated. Donated items become property of Eugene Maker Space.

HOWEVER, any equipment, tools, and materials that are not labeled with an owner's name are assumed to be donated and property of Eugene Maker Space. This includes all project materials. Eugene Maker Space will make a reasonable effort to

find and inform the owner. IF the owner can not be found or does not redress the situation within 30 days, Eugene Maker Space will appropriate or dispose of the items.

Either the board or a simple majority of members may vote to reject any lent or donated item. If an item is rejected, Eugene Maker Space will make a reasonable effort to inform the owner. If the owner does not redress the situation within 30 days, Eugene Maker Space will dispose of the item as it sees fit.

Gallery Items

A *Gallery Item* is a completed project with sufficient artistic/geeky merit to warrant display in Eugene Maker Space. To qualify as a Gallery Item, a member must sponsor it by collecting approvals from the membership. Each member may approve the item for 3, 6 or 12 months or not at all. The item's Gallery status is valid for as long as it has approval from at least 51% of the members in good standing. There is no limit to the number of times a Gallery Item may be approved.

A formal membership meeting and vote is not required to approve a Gallery Item; the sponsoring member must find a way canvass the membership.

Sponsored Projects

A *Sponsored Project* is a project in progress that Eugene Maker Space sponsors by providing storage space free of charge. To become a Sponsored Project, a member must propose the project, state the amount and kind of storage space the project needs, and collect approvals from the membership. Each member may approve the item

for 3, 6 or 12 months or not at all. The project's Sponsored status is valid for as long as it has approval from at least 51% of the members in good standing. There is no limit to the number of times a Sponsored Project may be approved.

A formal membership meeting and vote is not required to approve a Sponsored Project; the sponsoring member must find a way canvass the membership.