WOODSHOP MEMBER GUIDELINES

MISSION STATEMENT

Evergreen Commons is a Community Center for active living for adults, age 50+. Evergreen Commons provides a place, platform and opportunities to participate in living life to its fullest as we age in place. We encourage a purposeful, active lifestyle in all its dimensions: Social, Physical, Vocational, Environmental, Intellectual, Emotional and Spiritual.

The Woodshop at Evergreen Commons provides a safe, affordable environment. Members interested in woodworking and other wood crafts have the opportunity to gather, and pursue meaningful activities that not only improve existing skills, but also allow members to learn new skills to enhance and fulfill the seven dimensions of wellness all the while maintaining an operationally sustainable Woodshop.

WOODSHOP OPERATION & FEES

The Woodshop is officially open from 8:00 am to 4:00 pm Monday – Friday.

To use the Woodshop, you must be a current member of Evergreen Commons and have purchased a Woodshop pass. A Woodshop application and waiver agreement as well as a safety orientation class must also be completed and signed prior to use.

Woodshop Participation Payment Options:

<table>
<thead>
<tr>
<th>Service</th>
<th>Cost</th>
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<tbody>
<tr>
<td>10 Visit Series</td>
<td>$30</td>
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<tr>
<td></td>
<td>Expire 12 months from date of purchase.</td>
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<td></td>
<td>Includes safety orientation class (mandatory).</td>
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<table>
<thead>
<tr>
<th>Service</th>
<th>Cost</th>
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<tbody>
<tr>
<td>Monthly EFT Pass</td>
<td>$20/month</td>
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<tr>
<td></td>
<td>Unlimited use.</td>
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<td></td>
<td>Includes safety orientation class (mandatory).</td>
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<td></td>
<td>Includes storage cubby assigned by a Wood Shop Host or delegated “Cubby Chief” as needed and on a first come basis.</td>
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<td>Pay monthly through an electronic fund transfer.</td>
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Segmented Wood Bowl Class:

$65 per person

Work one-on-one with the instructor as he walks you through the steps of creating a beautiful maple and cherry segmented wooden bowl. You will be taught how to use a table saw and lathe. You must be a member of Evergreen Commons to take this class. All materials will be provided and no wood shop participation package is needed.

Participation/User Fee Includes:

- Use of the Woodshop and the tools and machinery under the conditions outlined within
- Drill bits
- Glue
- Basic fasteners i.e. screws
- Some grits of sandpaper
*When using any of the above item(s) in large quantities, we ask that you either replace the item(s) or give monetarily to defer the cost of supplies in the Woodshop.

**The participation/user fee does NOT include the following:

- Finishing Waxes such as Emmet’s Good Stuff
- Face Plates

**Wood available for purchase:**

Pieces of wood are available for purchase by users of the Woodshop. It is expected that users purchase wood according to the published “Wood Price List” or as marked on the piece of wood. See Host on Duty to make purchases.

Woodshop Hosts are not required to purchase donated wood for use on projects within the Woodshop.

Wood purchased in the Woodshop, needs to be used for projects within the Woodshop and not taken outside of the Woodshop for personal use.

All purchases must be handled at the Member Guest Services desk. No cash handling is permitted in the Wood Shop.

**WOODSHOP POLICIES & MEMBER EXPECTATIONS**

Please scan in each day when you enter the building and sign in each day that you use the Woodshop at the sign-in sheet in the Woodshop. Both of these help with safety and security of our building and to gage usage of the building and Woodshop.

Volunteers supervise the operation of the shop and are identified as Host on Duty. *Hosts on Duty are those wearing red aprons.

There must be at least two people in the shop to operate power tools or equipment.

The Host on Duty has the responsibility and authority to terminate the use of a power tool when any use is perceived to be unsafe.

All members of the Wood Shop must complete a mandatory orientation class and safety checklist.

New members that are not familiar with equipment are expected to request assistance from one of the Host’s on Duty.

Since it is our intention to provide a “hobby type” environment, commercial or production type work cannot be accommodated. The use of the Woodshop is for recreational use, meaning that members do not use the shop to create personal items for resale to the general public and for personal gain. Items made in the Woodshop may be made for gifts and given to family and friends. If an item(s) made in the Woodshop is to be sold, it should be done so at Evergreen Commons. All payments should be made to and collected by Evergreen Commons (at the Member Guest Services desk) to continue the mission of both Evergreen Commons and the Woodshop.
The price of the item sold, less sales tax (6%), less the cost of materials, resulting in the proceeds which will be shared 50% with the Woodshop general fund and 50% with the artisan.

*For example: Bowl Sale = $80
Sales Tax = $4.80
Cost of Material -$20
Proceeds = $55.20

Evergreen Commons Woodshop general fund will receive $27.60 and the Artisan will receive $47.60 ($27.60 + $20 Material Cost).

Work benches and machines are common property. Wood Shop members may work at any open work bench. If no bench is available, see the host on duty. When leaving for the day, please be sure your work bench, machines used and the floor around you is clean and cleared of unfinished projects, and tools are returned to their proper place, etc. so that it is ready for the next person to use. *Some exceptions such as; hosts and those with special assignments will be assigned a cabinet under a bench, or if a work project cannot be moved special permission to keep it on the bench if you plan to return working on it the next morning can be accommodated. All benches will be cleared by the host on duty at 8:00a.m. The material will be placed in a designated cubby.

Tools that are the property of Evergreen Commons must be returned to their proper location after use and may not leave the premises.

Machines in high demand may be governed by a time-based signup sheet if deemed necessary.

If a machine is needed for a class, that class has first priority.

**GUESTS & VISITORS**

Guests and/or visitors may tour the Woodshop with the attention of a Wood Shop Host on duty, but cannot participate in the Woodshop operations.

**SAFETY RULES**

Operation of a safe shop is **critical**! Use common sense and good practices while operating power tools and machinery. You need to have working knowledge of the power equipment that you are using and the safety rules of that equipment. If you are not sure how to operate a power tool or machine, ask the Host on Duty or someone more knowledgeable for assistance.

The acceptance of responsibility for personal safety, the safety of others, and the care of the Woodshop equipment is a fundamental condition of use.

Persons under the influence of alcohol, narcotics, or any concentration-altering drugs cannot use any power tools or machinery and will be asked to leave the premises.

Eye protection is required when working with power tools or machinery. You are responsible to provide your own eye protection.

A full-face shield is required while operating the lathe.
Use ear protection near the planer and the joiner.

Use of any form of gloves while operating power tools or machinery is prohibited.

Loose sleeves below the elbows are prohibited while operating machines.

No open toed shoes or sandals may be worn when working in the Woodshop.

Use appropriate clamps or vices to secure work on the drill presses.

In the case of emergency, there are 3 red buttons located on the East, West and South walls that are emergency equipment shut off buttons.

**EQUIPMENT**

If you cause the SawStop table saw to engage, you will be charged $120 for the replacement of the blade and cartridge.

When finished with the table saw, turn down the blades and release the fence clamp so that the next person knows that the saw is ready to use.

Used wood may not be used in the Woodshop. No treated or wet wood may be run through the table saws. No wood from the pine family may be used on the sanders. Do not use wet wood on drum sander. If determined that sandpaper was ruined by negligence on the drum sander, user will be expected to contribute to the cost of replacement.

**WOOD FINISHING**

There is no finishing room. We are unable to provide a dust free area. Staining and painting is allowed only upon approval by the Host on Duty due to the effects that chemicals may have on other users.

**STORAGE**

We have limited storage space and a total of 90 cubbies (50 - 4’ cubbies and 40 - 2’ cubbies) available. Cubbies are available as assigned by a Wood Shop Host, or delegated by a “Cubby Chief”. Storage cubbies are included with a monthly Wood Shop pass. When a monthly woodshop pass has been cancelled, all items must be removed from the assigned cubby, or they will be removed for you.

Members are expected to work on and complete their projects in a reasonable time-frame and not use the shop for storage. If projects or materials are left untouched for more than one month, they will be removed from the Woodshop and disposed of unless prior arrangements are made.

**COMMUNITY PROJECT REQUESTS**

All project work requested by the general community are to be handled by the Host on Duty, and in consultation with another Host when needed.

Project cost estimates will be provided by the Host prior to beginning any work, and payment for completed work will be made at time of project pickup. All monies coming in from these projects will go toward the Woodshop general fund, which helps to support the daily operation of the Woodshop. Exceptions to this must be approved by either the Enrichment Program Coordinator, or Community Relations Director.
IN CASE OF AN ACCIDENT

If an accident should occur in the Woodshop, a First Aid Kit and telephone are located in the break room, and fire extinguishers can be found at the front entrance and back exit door.

In the event of a medical emergency, call 911 and contact the Member Guest Services desk immediately!

An accident report form must be completed in the case of any accident. Please see the enrichment staff for an accident report form.

CONCLUSION

While these guidelines do not cover everything, it is ultimately the responsibility of the individual Woodshop user to practice safe work habits while in the Woodshop.

Whenever you have a question, ask a Host on Duty, and always remember: SAFETY FIRST!