

## **Workshop guidelines agreement**

Ravens' Roost Cohousing

Adopted 8/1/16

1. The role of the Workshop Team is to propose Agreements among members of Ravens' Roost Cohousing regarding equitable access to, and safe and appropriate use of, our Workshop space and its tools and equipment. The team seeks to balance individual members' needs with those of the community in the general layout and allocation of space to various activities and uses that Users want to pursue.
2. Each User (definition: Unit Owner or other authorized user) is a guest in the Workshop; let's all keep in mind that it's common property, not our own individual property.
3. Communication is key: all Users, and also Owners who are not Users, are encouraged to communicate freely and openly about conflicts, safety and other concerns regarding Workshop use. Any conflicts or concerns not solved by open communication should be referred first to the Workshop Team. If the issue is not resolved by the Workshop Team, it should then be taken to the Conflict Resolution Team.
4. Members may use the Workshop at any time. However, the hours for use of noisy power tools or equipment are limited to 10am – 9pm.
5. Costs of Workshop tools and equipment will be borne by the Users.
6. Children ages 12 and under must be accompanied in any part of the Workshop by a supervising adult. Caution: particularly attentive adult supervision should be provided to any children under 18 in the woodworking area, where hazardous equipment will be in operation. Children ages 13-18 are welcome to use the non-woodworking areas of the Workshop without adult supervision, but groups of 3 or more children under age 18 require adult supervision in those areas.
7. Proper safety equipment is to be used at all times.
8. In the woodworking area of the Workshop, there will be a list of hazardous equipment posted on the wall. Users who want to use any of this hazardous equipment must first demonstrate to an appropriate member of the Workshop Team their ability to use it safely and proficiently. Users not experienced with the hazardous equipment need to get training from a designated trainer before use.

9. Users can check out small tools from the Workshop for short-term use elsewhere on the Property; refer to check-out procedures posted in the Workshop.
10. Users who create inordinately large electric loads are asked to contribute commensurate funds to the Ravens' Roost HOA to help defray such costs.
11. Checklist for leaving the Workshop:
  - a. turn off all power equipment
  - b. turn off all lights
  - c. lock the door between 10pm and 6am (keypad lock envisioned, on one door only).
12. The Ravens' Roost community will regularly review these Guidelines, and uses and allocation of Workshop space.
13. Activities and space allocations are expected to evolve over time based on actual use; Users can refer to the latest version of the Workshop floorplan. The Workshop Team will provide a method to track actual use.

END