

PROPOSAL

To enable Quelab to expand into the 7th St location ("The Annex"), it is proposed that a storage area be defined, and sectioned off for member use. The subdivisions in this area are as follows:

- a bulk storage area be designated wherein members are allowed to store a 18" x 24" x 16" vessel free of charge indefinitely. (The Stacks)
- a large-volume storage area will be designated where members are allowed to rent a marked 24" x 48" area of floorspace for a monthly fee indefinitely. (The Warehouse)
- workbenches measuring 36" x 48" shall be constructed for member use and/or rental in the annex on a monthly basis. (The Benches)
- Members are allowed to use one of the lockers for storage on a short-term basis, tagging the exterior of their locker with a Green Storage tag

Any changes in the designation of the storage areas in the Annex will be given a two month notice, so that alternate arrangements may be made. Most likely, we will keep the Annex as a storage and workspace indefinitely...but we never know.

The 'free' shelves in the Stacks would be addressed, so that members know where their slot is, and that , everything in their slot will be considered theirs (whether or not a tub is utilized; tubs are strongly advised), and items stored in the shelves will not overhang the shelf by any more than 3 inches. Additional shelf slots will not be allocated so that every member has an opportunity to get a slot. As members leave, their spaces will be reallocated to new members.

The Warehouse will be numbered spaces marked on the floor where members may store larger items, put shelves, lockers, or other storage devices, and secure their belongings as they see fit. Items may not overhang their space by anything more than 3 inches for safety purposes. Members will be allowed to rent multiple warehouse spaces, but contiguous storage is on a first-come-first-served basis; a member will be allowed two warehouse spaces per person for equal access.

The benches will be 36" x 48" numbered workspaces marked on the bench where members may spread out a project which will be a long-term (more than a couple of days) process. Benches can have locking chambers beneath them for storage, and power-strips atop them for ease of hacking. The benches should be finished to prevent undue wear and tear. Unrented benches can be reserved for a day or two (with a Green tag), but longer than a week will require rental. (*pro rata* to be determined by the administrator)

Rental of any of the spaces in the Annex would be handled by the Facilities Manager, who would keep the roster and waiting-list for the areas. Rent would be due on the spaces at the first of the month, and be considered to be late by the 15th. Spaces remaining unpaid after the 15th will be considered unclaimed. Items left in an unclaimed space will be moved to the lost-and-found, where they will remain for three weeks. After three weeks, they will be considered to be a donation, and moved to the Donation Dropzone.