

Procedure

Craft/Exercise Room Procedure

Responsible: Indoor Common Space Committee

Adopted June 17, 2017

Basics

- Turn off lights when you leave
- No food or drinks except water
- Children must have adult supervision

Exercise

- Return exercise equipment to original storage position
- No exercise equipment should be removed from room
- 30-minute time limit for a machine if anyone is waiting
 - Sign up sheet may be used
- Wipe off equipment with Bleach Spray and towels provided after use
- Get instruction before using unfamiliar equipment
- Use headphones for audio, unless all present agree with sound
- Leave a note on any equipment that has mechanical issues and contact relevant persons

Crafters

- Craft equipment is primarily for use in craft room.
 - Any equipment borrowed should be noted on sign out sheet and returned same day.
- Any supplies found in this room are available for all to use
- Unfinished projects left on shelves must have name and date
- Clean room (sweep floor, wipe surfaces, empty garbage, etc) and return to original configuration