

Storage Policy

Bozeman Makerspace Storage Policy

Adopted October 11th, 2025

This policy outlines the rules for storing personal items and project materials at the Bozeman Makerspace to ensure a safe, organized, and accessible environment for everyone. Compliance with this policy is required for all members.

1. Member Storage: What, Where, and How to Label

- **General Allotment:** Each active member may use either
 - two (2) designated lockers
 - one (1) designated storage bin.

Storage is first-come, first-served.

- **Active Projects Only:** All stored items must be for current, active projects. The makerspace is not for long-term personal storage. Please regularly remove items no longer in use.
- **Universal Labeling:** ALL personal items, bins, and lockers must be clearly labeled with your full name
- Items in shared/specialized storage (see below) also require the date they were placed in storage.
- Items found without a clear name label may be considered communal property and available for use by other members. The Bozeman Makerspace is not responsible for the use, loss, or damage of unlabeled items treated as communal.

2. Specialized Storage: Chemicals, Lumber & Large Items

- Chemicals

- All chemicals (paints, solvents, adhesives, resins, hazardous/flammable materials) must be stored in the designated Flammable Storage container.
- Containers must be properly sealed and labeled with your full name and the date.
- Items left in the Flammable Storage container for more than six (6) months are subject to removal.

- Lumber & Long Items

- Wood, metal stock, or other long items that don't fit in lockers/bins must be stored neatly in the designated Lumber Rack or Metal Rack.
- These items must be clearly labeled with your full name and the date.
- Items left in the lumber racks for more than six (6) months are subject to removal.

3. Temporary Storage for Large or Curing Items

- Conditions: Items too large for regular storage that are actively drying/curing (e.g., glue-ups, finishes) may be stored elsewhere only for the time necessary to dry/cure, up to a maximum of 48 hours.
- Labeling: These items must be clearly labeled with your full name, the date left, and contact information (phone or email)
- Placement: Do not obstruct walkways, equipment, or safety access points. Consult an officer if unsure.
- Exceptions: Makerspace Officers may grant temporary extensions to the 48-hour limit on a case-by-case basis. This requires documented approval with the officer's name, member name, item description, and the agreed-upon extended timeframe.

4. Prohibited Storage Areas

- NO storage is permitted, even temporarily, on or in front of:
 - Work surfaces (workbenches, tables, machine tops)
 - First Aid Kits
 - Electrical Panels
 - Fire Extinguishers
 - Doors or emergency exits
 - Any area signed "No Member Storage At Any Time."

5. Liability & Enforcement

- **Liability: The Bozeman Makerspace (including officers and volunteers) is not responsible for lost, stolen, or damaged items left at the makerspace. Members store items at their own risk.**

- Enforcement:
 - Officers may inspect all storage areas.
 - Improperly stored chemicals or flammable materials posing a safety risk may be disposed of immediately by Officers without notice.
 - Officers reserve the right to move or remove items that are improperly stored, unlabeled (see Section 1 regarding communal use), abandoned, or violate this policy. Efforts may be made to contact the owner if identifiable, but this is not guaranteed.
 - Removed items may be disposed of, relocated, or sold/auctioned (after appropriate notice to membership on Slack) at the officers' discretion.

6. Policy Adherence & Updates

- Agreement: By using facilities at the Bozeman Makerspace, members agree to abide by this Storage Policy.
- Updates: This policy may be reviewed and updated by Makerspace Officers. Members will be notified of significant changes.

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