



Workshop Rules & Expectations for Members

Inspired Lumber Workshop is a shared creative space where mutual respect, personal responsibility, and community values drive everything we do. As our membership has grown, so has our need for clear expectations. These rules are designed to ensure safety, cleanliness, fairness, and functionality for all.

Please Note: Members are required to acknowledge receipt and understanding of these rules. Please initial on the next to each section and then sign at the end of the document. A scanned copy of these Workshop Rules will be emailed to the address on file.

Membership Status & Access

1. Active Members are defined as those who have satisfactorily completed the required Safety/Intro to Woodworking Class and who have an active paid subscription to the Workshop.
2. Inactive members may return to active status by purchasing an available membership package at current rates and terms.
3. Members that have remained in inactive status for six (6) consecutive months, will be required to retake the Safety class (at no cost) or show adequate proficiency in order to regain access.
4. If a member remains inactive for twelve (12) consecutive months, the member will be required to retake the Safety Class at their own expense before they are able to return to active status.
5. Members are able to access the Workshop during regular business hours, with the exception of special events that will be listed on the website.
6. Members are asked to be accommodating to students and classes as we work to ensure a safe environment for all users.
7. Membership privileges, including storage and project space, are subject to review and may be paused, adjusted, or revoked based on status, safety, or space needs.
8. Children, 12-17, are eligible to become active members and use the Workshop, but **MUST** be accompanied by a parent or guardian (over 18) who is also an active member.
9. Children under 12 are not allowed in the Workshop unless part of an authorized event or class, and must be supervised at all times.



Wood & Materials Storage

1. Storage space is limited to active Members only.
2. Everything must be labeled clearly with your name and date—this includes wood, personal tools, bins, and in-progress projects.
3. Unlabeled items may be assumed abandoned and become property of the Workshop or be discarded without notice.
4. Long-term projects must be actively worked on. If your project:
 - Remains untouched for 2+ weeks, staff will check in with you.
 - Remains untouched for 4+ weeks without update or progress, it may be removed without notice.
5. If your membership subscription lapses, you must remove your items within a reasonable timeframe or risk forfeiture.
6. Inspired Lumber Workshop is not responsible for wood, tools or other materials that are damaged or lost while being stored.

Workshop Cleanliness & Personal Responsibility

We are a community of creative individuals, who by the nature of the craft, make lots of messes. Better at the Workshop than at home. Therefore, please adhere to the following rules in order to help us maintain a safe, clean Workshop for all to enjoy.

1. Clean as you go. Clean when you're done.
2. Leave all shared tools and work areas cleaner than you found them.
3. Dispose of scrap wood in the appropriate bins (usable scraps vs. trash wood).
4. Do not leave materials, screws, glue, fasteners, or tools out.
5. Remove personal trash, empty cups, paper towels, sandpaper, etc.
6. Do not leave unfinished food or drinks in the shop area.
7. Plan to end your work session with at least 10 minutes reserved for cleanup.

Personal Wood & Materials Policy

1. The only wood stored long-term in the Workshop is that owned by Inspired Lumber Workshop.
2. Member wood left overnight in the wood shop without express permission may be claimed by the Workshop.
3. Do not assume that wood or materials found lying around are up for grabs—If you did not bring it into the Workshop, please ask before using.



Projects & Workspace Etiquette

1. Large or floor-space-consuming projects must be approved in advance and require active participation. Approval of large projects is at the sole discretion of ILW management.
2. Do not block shared tools or pathways with personal projects.
3. If your project is in the way or poses a hazard, it may be moved by staff without notice.
4. You are expected not to monopolize space or tools unnecessarily.
5. Workbenches are to be left **EMPTY** at the end of each work session.
6. Projects must be removed from the Wood Shop and stored in your designated storage space unless having received prior approval from staff.

Tool Use & Maintenance

1. If you use it, clean it. If you move it, return it.
2. Return all tools to their designated location after use.
3. If you don't know where something goes—ask.
4. Reset all tools (e.g., table saw angles, miter saw fences) to neutral or 0° when finished.
5. Do not leave tools running unattended.
6. Report any malfunctioning tools immediately—do not attempt repairs unless you've been approved to do so.
7. Use tools only for their intended purposes.
8. Use of certain tools may require prior certification or supervision depending on experience level.
9. Unsafe usage of tools that cause damage to yourself, others, the tool or the Workshop could be cause for removal from the Workshop and/or requirement to retake the Safety Class at the member's expense.
10. Members that trigger the SawStop Table Saw safety cartridge will be responsible for the replacement cost of the blade and cartridge at market cost (approximately \$150) at the time of the incident. Blades and other tools that are damaged through misuse are the responsibility of the Member. Determination of misuse is at the sole discretion of the ILW Management.

Personal Items & Lost and Found

1. We are not responsible for lost, stolen, or damaged personal items.
2. Label your personal tools, supplies, and storage containers.
3. Lost and Found items will be held for 30 days before disposal or donation.



Communication & Community Engagement

1. Members are expected to respond to Workshop communications in a timely manner—especially regarding storage, safety, or policy changes.
2. Disputes, damage, or accidents should be reported to staff immediately.
3. Suggestions for improvement are welcome. This is your space, too – but collaboration requires communication.

Safety & Conduct

1. Safety is everyone's responsibility. Unsafe behavior will not be tolerated.
2. Horseplay, disrespect, or harassment of any kind is grounds for removal.
3. PPE (Personal Protective Equipment) must be worn where appropriate (eye protection, hearing protection, dust masks, etc.).
4. Never use tools or machines if you are:
 - Unsure how to operate them
 - Under the influence of alcohol or substances
 - Fatigued, distracted, or unwell

Respect, Kindness, and Zero Tolerance for Harassment

At Inspired Lumber Workshop, we are committed to maintaining a safe, inclusive, and welcoming environment for everyone. This is not just a place to build projects — it's a place to build community. Therefore, we hold ourselves and our members to the highest standards of mutual respect, kindness, and dignity.

Sexual Harassment Will Not Be Tolerated — Ever.

1. Any form of sexual harassment, unwelcome comments, gestures, physical contact, or innuendo will result in immediate review and potential removal from the Workshop.
2. This includes, but is not limited to: inappropriate jokes, unsolicited advances, suggestive language, or comments about appearance.
3. If someone makes you uncomfortable — say something to staff. Your concern will be handled confidentially and with care.

Kindness First. Always.

1. The Workshop is a shared, supportive space for people of all backgrounds—including different races, religions, identities, income levels, experience levels, and neurotypes. Ridicule, mockery, passive-aggressive behavior, or “just joking” at someone else's expense will not be tolerated.
2. Everyone learns differently and works at their own pace. Be generous with your patience and encouragement.



No Politics. No Religion. No Divisive Topics.

1. Think of the Workshop like Thanksgiving dinner: if you wouldn't bring it up at the table, don't bring it up here. Politics, religion or other divisive topics should not be discussed at any time.
2. We don't know each other's stories, traumas, beliefs, or boundaries.
3. Keep conversations friendly, creative, and welcoming to all.
4. If in doubt, steer toward wood, tools, creativity, or encouragement.

We're Here to Build, Not Break Down

1. This Workshop should feel like a level playing field — a place where nobody is left out, and every person feels welcome to learn, try, fail, and succeed.
2. If you ever feel uncomfortable, unseen, or unsafe in this space — please speak with a staff member. We will always listen, and we take concerns seriously.
3. Let's choose kindness first, every time. That's how we make this more than a Workshop — that's how we build something meaningful, together.

Consequences for Non-Compliance

Failure to follow these rules may result in:

- Verbal or written warnings.
- Loss of storage or tool privileges.
- Temporary suspension of Workshop access.
- Termination of membership without refund.

Acknowledgement

All members must sign a Rules Agreement acknowledging they have read, understood, and agreed to these expectations prior to using the Workshop.

Member Signature: _____ **Date:** _____

Member Name (Printed): _____