

Storage Guidelines

You may store your **work in progress** in one of two locations:

- **Under table storage** – this is first come, first served. Storage should be limited to glass and supplies used for current projects. Please limit your storage to one board and two stacked containers. Boards and/or containers cannot be sticking out beyond the shelf's edge. If you are leaving for the summer or if you will be away for an extended period of time, all items should be removed from the under table storage area until you are back in the room working on a regular basis.
- **Locked tall cabinets** – are for **active work in progress projects** only. They are not to be used for storage of supplies/tools. Work in progress is defined as projects being worked on a weekly basis. Because of limited shelves available to members, any project boards where members have not worked on their projects in 2 weeks will be moved.

All items stored in the room must be marked with your name. This includes cutting mats, tools, glue, storage container, and other items. This will allow us to identify stray objects and return them to the rightful owners.

Rented storage is also available at the cost of \$20.00 annually. This storage is available on a first-come, first-served basis. Forms to request a rented storage shelf are available in the Glass Studio on top of the cabinet immediately to the right when entering the room. If no storage units are available you will be placed on a waiting list based on the order in which your request was received.