



SHED KEY POLICY

ON MOTION DULY MADE, SECONDED AND UNANIMOUSLY CARRIED, THIS SHED KEY POLICY WAS ADOPTED BY THE BOARD OF DIRECTORS OF SHAMROCK CO-OP:

Date passed by the Board of Directors:	<u>June 13, 2011</u>
Amended and passed by the Board of Directors:	<u>October 7, 2013</u>
Date confirmed by Members:	<u>November 17, 2013</u>

PREAMBLE:

Shamrock Co-op has invested in garden equipment for the use of its Members. The Co-op wants to protect and maintain this equipment. The Co-op also wants to ensure that Members use the equipment properly and safely and return it in the same working order as it was received.

The goal of this policy is to protect and maintain Co-op garden equipment in good condition.

1. The shed key holder is required to sign in and out equipment.
2. Members requesting to use the garden equipment may contact the Office during regular Office hours. Outside of regular Office hours, Members can contact a shed key holder, who will be available from 8:00 AM until sunset.
3. Any borrowed equipment has to be returned the same day by sunset at the latest. Members shall not keep equipment overnight.
4. Member shall be responsible for the equipment borrowed until it has been signed back in by the shed key holder.

A limited number of Members shall have a key to the shed. These Members can put forward their name to the Board of Directors. The Board of Directors shall decide who will have a shed key. No more than seven (7) Members, excluding Board of Directors, shall have a shed key. The Office and the maintenance person shall have one key each.

A list of the shed key holders is posted on the office door and on the door of the garden shed and the tractor room.

Consideration for individual keys may be given to Members who use the equipment for common areas as their participation for the Co-op.

Each shed key holder shall receive training for equipment and be willing to show Members how to use the equipment.