

LCG WOODSHOP AUTHORIZED USER ACKNOWLEDGMENT **FORM**

USERS OF THE WOODSHOP MUST COMPLY WITH THE FOLLOWING RULES AND REGULATIONS

AUTHORIZED USERS

- The use of the LCG Wood Shop (Shop) is for LCG owners, renters, approved residents, and employees only.
- Guests are allowed to use the shop only when accompanied and supervised by an owner, approved renter, or resident who has completed and signed the liability waiver.
- Contractors are not allowed to use the shop unless accompanied by and supervised by an owner, approved renter, or resident.

AUTHORIZED SHOP HOURS

- The shop is available for use Monday through Saturday from 8:00 AM through 5:00 PM.
- No work shall commence before 8:00 AM nor extend beyond 5:00 PM on authorized days of use.
- The Shop is closed and is not to be used on Sundays or Holidays.

KEY ACCESS AND SIGN OUT

- The key to the Shop is housed in a FOB-controlled lockbox in the exercise room at the West Pool.
- The lockbox in the Exercise Room is monitored via recorded video surveillance.
- The key is available to be signed out ONLY by those who have had their FOB programmed for access to the lockbox. In order to have your FOB programmed for access to the lockbox and the key, each person requesting the same must certify that they have read the rules and regulations for use of the Shop and Tools. The certification and liability waiver must be signed at the LCG Office before the FOB is programmed. The signed certification and waiver will be kept in the owner's file and maintained in the Office.
- The key is available and must be signed out on the sign-out log during the times that work in the shop is authorized.
- Security of the Shop and the key is the responsibility of the person signing out the key.
- The key shall not be transferred to another person.
- The key shall be returned to the lockbox immediately after your work project is complete and in no event later than 5:00 PM on the date of sign out.
- When returning the key the return time must be recorded on the sign-out log.
- In the event a person shows up to use the shop while it is open and you are using it, it

shall be your responsibility to ensure this person is authorized to use the shop. This can be verified by simply accompanying that person a few steps to the lockbox and witnessing that this person can open the lockbox with their FOB. If returning the key to the lockbox and that person wishes to continue work, that user must sign out the key.

- A slot in the lockbox will allow for dropping the key into the lockbox in the event the key is returned after the lockbox FOB system is inactive. (This situation should not be a normal occurrence and Users should plan to return the key no later than 5:00 PM).

SHOP USE, CLEAN-UP, AND MAINTENANCE

- The Shop and all tools within are provided for the convenience of LCG owners, renters, and approved residents only. Any business or commercial use of this area and/or tools is prohibited.
- Users of the shop shall ensure that they clean up after themselves after each use and before leaving the Shop. Users must plan accordingly to ensure that clean-up is completed and does not extend beyond the authorized hours of use.
- The Shop shall not be used as a storage area for personally owned materials or tools. Any such materials left in the shop shall be considered abandoned after 30 days. Periodically the Shop will be purged of excess materials.
- No alterations are to be made to the Shop. No locks or locking devices are to be installed on the cabinets, drawers, tools, or devices within the Shop.
- When using any materials that could stain or discolor the floor or work area users must ensure that drop cloths, newspapers, etc. are used to protect these areas.

SAFETY PRECAUTIONS

- All persons using power tools within the shop must be familiar with the proper operation and safety precautions associated with these tools. Copies of manuals outlining proper use and safety guidelines are maintained in the Shop. All users of these power tools must be familiar with the contents of these manuals before use of the specific tool and shall use it by the manual.
- Users shall not remove safety guards from power tools.
- Flammable, toxic, and/or noxious materials shall not be used in the Shop. The Shop is a small confined area and any materials identified or labeled as " for use in well-ventilated areas" shall not be used in the Shop.

TOOL SIGN OUT

- Generally, tools ARE NOT to be removed from the Shop. Occasionally it is permissible to borrow portable tools for a short duration (a few hours), as long as the tool is signed out on the sign-out sheet maintained in the Shop, and returned immediately following its use.

- Tools within the woodshop are provided for the convenience of LCG owners, renters, and approved residents only.
- Contractors and guests may use the Shop tools when accompanied and supervised by an LCG owner, approved renter, or resident who has signed the liability waiver to secure FOB access.

INCIDENT REPORTING

- Any injury or illness while using the Shop or tools shall immediately be reported to the LCG Property Manager and followed up with a written notification of the circumstances.

VIOLATIONS

- Violations of the Shop Rules or negligent damage to the Shop area may result in the suspension of privileges to use the shop and/or imposition of a fine under LCG Rules and Regulations
- Failure to abide by the above Rules and Regulations concerning Use of the Shop shall be handled by GRIEVANCE PROCEDURES as contained in the current LCG Rules and Regulations.
- By the Florida Statute, fines of \$100.00 per day per violation up to a maximum of \$1000.00 can be imposed.

BY MY SIGNATURE I ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND THE RULES AND REGULATIONS FOR THE USE OF THE LCG WOODSHOP. I FURTHER AGREE TO COMPLY WITH ALL RULES AND SAFETY GUIDELINES AND UNDERSTAND THAT MY USE OF THE SHOP AND TOOLS IS AT MY OWN RISK. I HOLD HARMLESS LCG CONDOMINIUM ASSOCIATION INC. FOR ANY INJURY OR LOSS AS A RESULT OF MY NEGLIGENCE OR FAILURE TO COMPLY WITH THESE RULES. I FURTHER AGREE TO BE RESPONSIBLE FOR AND SUPERVISE ANY GUEST OR CONTRACTOR TO WHOM I PROVIDE ACCESS TO THE SHOP AND INDEMNIFY AND HOLD HARMLESS LCG CONDOMINIUM ASSOCIATION INC. FOR ANY INJURY OR LOSS AS A RESULT OF NEGLIGENCE OR FAILURE TO COMPLY WITH THESE RULES.

SIGNATURE

BLDG/UNIT

DATE

LCG MANAGEMENT

DATE