

## **Storage regulations of FREILab Freiburg e.V.**

Space and especially storage space is a limited resource in the FREILab, therefore we ask you to use it economically!

### **Crate storage (Main room, Textile + Electronics area):**

The grey boxes in the shelf are there for any member and their projects.

Please attach one of the stickers to your box; your Name, E-Mail and the Slackalias are mandatory to fill in, so we can contact you.

Please mark the current calendar week on the sticker. Then your box will be reserved for 3 weeks. If your project will take longer to complete, you can extend the reservation by 3 weeks each by marking the current calendar week..

If you exceed these 3 weeks, without extending your box reservation, then you will have 2 weeks to empty your box. After that time we reserve the right to release your box content for general use.

### **Marked storage areas and panel storage:**

The yellow-black marked storage areas in the makerspace work by the same system, but the storage period is 2 weeks. It is possible to extend the reservation by 2 weeks each.

There are stickers available as well, please stick them to your work pieces and material.

Unmarked or with the sticker “Bitte Nutzen” marked materials are free of use by every member. Long expired items and materials will be sorted by the Orgateam and then made available to any member.

### **Outside the marked areas:**

In all other areas of the workshop items may only be stored in exceptional cases, for example an unfinished piece of furniture, because it hinders every member!

The shelf life is only 3 days! There are also stickers available, you can extend the reservation by 3 days each. But please get your project done as soon as possible!

### **Addition:**

Please do not use our space as a free disposal service! It is a ton of work for everyone involved and we would love to have more time for productive work.

If someone repeatedly exceeds the storage period, then we reserve the right, after consultation with the executive board, to put sanctions in place.

Materials and boxes that are not marked as above described, will be treated as expired.