



Purpose: The OMG Project Parking Permit Policy is a way we can manage the limited storage space available at OMG in such a way as to be respectful to our fellow makers while still being creative and productive. It gives members and managers the tools to identify projects in process while preventing prolonged clutter.

Members are encouraged to obtain and use a Banker's Box for their personal storage. Any item that fits wholly within the member's Box is exempt from parking this policy provided the member is in good standing. Anything that a member is working on that does not fit within the Box will be subject to the Project Parking Permit Policy.

1. Project Parking Permit – (2) to (30) days
 - (a) The Project Parking Permit tag will allow a member to temporarily store “larger than Banker’s Box” materials and project supplies for a defined time. This includes those materials, supplies, and incomplete projects for personal projects, team/group projects, and OMG space projects.
 - (b) The items to be protected by a Project Parking Permit must be clearly grouped together and identified by the Project Parking Permit. Use of a bag or crate, masking tape, rope, or other means to keep the items clustered together is acceptable. The items must be placed in the Makerspace in such a way as to avoid blocking walkways, benches, stationary tools, or tables. They should be stored neatly and generally out of the way of other members.
 - (c) Project Parking Permits will be available from Directors and other designated Managers. The Permit form includes space for the following information:
 - i. Property Description, Contact Information (Name, Phone Number, Email Address)
 - ii. Date of Issue (Today’s Date), Expiration Date (no more than 1 month from Date of Issue)
 - iii. Name of Approving/Issuing Director or Manager
 - (d) A limited supply of Project Parking Permits will be available at the space for self-issuing a permit if a Director/Manager is not present. **A self-issued permit must be accompanied by an email sent to info@omahamakergroup.org with all of the information specified on the permit.** Self-issued permits are INVALID if no email is sent.
2. Short Term Parking – up to (48) hours
 - (a) The Short Term Parking Permit shall be used for those items/projects that will be left in the space for NO MORE than 48 hours. This includes, for example, items left in-process on the 3D printer, glue or paint projects that are drying or curing, forge items that are cooling, incomplete projects at the end of a reasonable work day, etc.
 - (b) The Short Term Parking Permits will be available throughout the space and will be self-issued by the member. Email notification is desired, but not required. The Permit form includes space for:
 - i. Property/Project Description, Contact Information (Name, Phone Number, Email Address)
 - ii. Date of Issue (Today’s Date)
 - iii. A brief explanation of when you intend to retrieve your items and/or complete your project
 - (c) Position your Short Term items in such a way as to minimize impact to other members. Complete a Parking Permit and attach it to your project, or place it as close to your project as possible.
3. Parking Ticket
 - (a) Any Parking Permit that has expired, or any items left in the space without a Parking Permit, will be subject to a Parking Ticket.
 - (b) The Parking Ticket provides 7-day notice of the storage violation. At the end of the 7-day notice, the subject items will be considered abandoned and disposed of accordingly. This disposal could include, but not be limited to, adding the materials to the common-use storage areas, tagging materials or supplies as “up for grabs” using the yellow tape system, auctioning off the materials to members, or disposing the materials in the trash.
 - (c) Repeat offenders will be given a warning by the Board of Directors and will be asked to consider only working on projects that can be properly stored in their Banker’s Box. After three (3) warnings, the offender may, at the Board’s discretion, lose all storage privileges.

PROJECT PARKING TICKET

This property violates the OMG Project Parking Permit Policy. If not safely stored or removed within 7 days from the date below, it will be considered abandoned and disposed of accordingly

Today's Date: _____

Expiration Date: _____

Expiration Date is 7 days from today

Description of Item(s): _____

Issued by: _____

PROJECT PARKING PERMIT

Owner: _____

Phone: _____

Email: _____

Today's Date: _____

Expiration Date: _____

Expiration Date is 1 month from today, or less

Description of Item(s): _____

If self-issued, send above information to info@omahamakergroup.org. Permit is INVALID without Director Approval or Email.

Director Approval: _____

SHORT TERM PARKING PERMIT

Valid for up to 48 hours from Today

Owner: _____

Phone: _____

Email: _____

Today's Date: _____

Description of Item(s): _____

Explain When Item(s) will be Removed or Completed: _____

As a courtesy, please consider sending above information to info@omahamakergroup.org.