

# Large Project Agreement



## Terms

1. A Large Project Storage agreement (this document) and an annual membership are required for the duration of all large projects. Project storage is already included with your monthly charge (which is calculated by your project square footage using the chart provided).
2. All access is month to month. Inside shop usage is charged at current member rates and requires reservation in accordance with our current usage policies.
3. A completed "[Large Project Plan](#)" form must be submitted and approved by an owner.
4. All large project members must have a final review meeting with an owner before the project begins.
5. All vehicles must have current registration. A copy must be provided prior to move in.
6. All large projects must show consistent progress. **We are not a long term storage yard, we are an active build area.** Seven (7) days of inactivity without prior DIYcave management permission will trigger a non-compliance alert.
7. Helpers are allowed with an active waiver on file, and must check in daily.
  - Only a Maker may bring in a project helper and may utilize existing paid shop access
  - Project helpers may use Maker's pricing only while working on the Maker's project.
  - Helpers are defined as: An assistant on a specific project
  - Helpers must be directly assisting Maker at all times
8. All debris must be kept contained and outside appearances need to be tidy at the end of each day. (IE: swept, neatly stacked supplies, stored and put away....etc.)
9. Automatic payments must be enabled for storage/membership.
10. Any declined charges will have seven (7) days to rectify.
11. Penalty for late payment will be \$15 per day until paid.
12. Insufficient funds or declined charge will result in a \$25 fee.
13. DIYcave has the right to tow and or discard any unresolved projects and materials if the member is in default of this agreement and will not or cannot come into compliance at the member's expense.
14. Member waives all rights to a secure project area for theft and vandalism. DIYcave is an open access work area and cannot guarantee security in the large project areas, although measures are in place to help prevent those issues. DIYcave highly recommends project owners to carry their own insurance policy to cover all parts of their project.

**After hours**

Tools from DIYcave must be returned at the close of business each day.

No work is allowed between the hours of midnight and 6am on site.

Access on day when DIYcave is closed to general operation may be allowed by coded padlock. You must secure the property whenever you leave, even if just to go to the hardware store. You may not have access to the tools and areas inside the shop on closed days, even if people are in the shop for other purposes (often taking a class.) If you are found to have left the property unsecured it is grounds for termination of this contract.

**\*All terms of the Maker Membership policy also apply to large projects****Security/Cleaning Deposit**

Security/cleaning deposit of \$300 required upon move in. Upon vacating, you will be expected to return the area to its previous condition. If you leave a mess, DIYcave will use this fee to clean up the area.

**Dog Policy**

A refundable deposit of \$200 is required for each dog.

Dogs on leash are allowed in the large project work area, parking lots and The Patio.

Dogs are not allowed in DIYcave shop areas, and in DIYcave Annex dogs must be contained within a personal studio and on leash when transferring from studio to vehicle.

Owners must clean up any and all waste. Dogs are the liability of the dog owners.

Owners may be asked at any time to discontinue dog presence at DIYcave's discretion.

Any other pet must be pre-approved and is subject to the same or more rules.

**\*Outside contractors require prior approval by DIYcave management****Termination policy**

DIYcave reserves the right to terminate a membership and large project at any time.

Member may terminate and vacate with 15 days notice however memberships and storage payments will not be prorated.

**I hereby acknowledge that I have read and understood this agreement agree to be bound to the terms of use regarding my participation in and use of the Services.**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Monthly Rental Amount: \$\_\_\_\_\_ Rent is payable on the first day of the month.

*Move In Accounting Rent & Deposits*

Security/Cleaning Deposit: \$\_\_\_\_\_

Pet Deposit: \$\_\_\_\_\_

Prorated amount if not 1st of the month: \$\_\_\_\_\_

1st Full Month's/Week's/Day Rent: \$\_\_\_\_\_

Minus Deposit to Hold: - \$\_\_\_\_\_

Balance Due upon Move-In: \$\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Large Project Check-in 2022

Member name: \_\_\_\_\_

Check-in staff name: \_\_\_\_\_

Check-in Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## Checklist:

- ☐ Large Project Agreement
- ☐ Filed Large Project Plan
- ☐ Verified Membership
- ☐ Verified Waiver
- ☐ Owner approved by:
  - ☐ Aaron
  - ☐ Dave
  - ☐ Tim
- ☐ If vehicle, verify it is registered
- ☐ Explained access policy/methods
- ☐ Collected appropriate deposits/fees:
  - ☐ Pet deposit (\$200 per animal)
  - ☐ Security/Cleaning deposit (\$300)
  - ☐ First months rent (if prorated - see next line)

(rent \$\_\_\_\_\_ divided by #days in month \_\_\_\_\_ x actual days rented \_\_\_\_\_ = \$\_\_\_\_\_)

- ☐ Issue Lock Code
- ☐ Wifi password

## Office use only

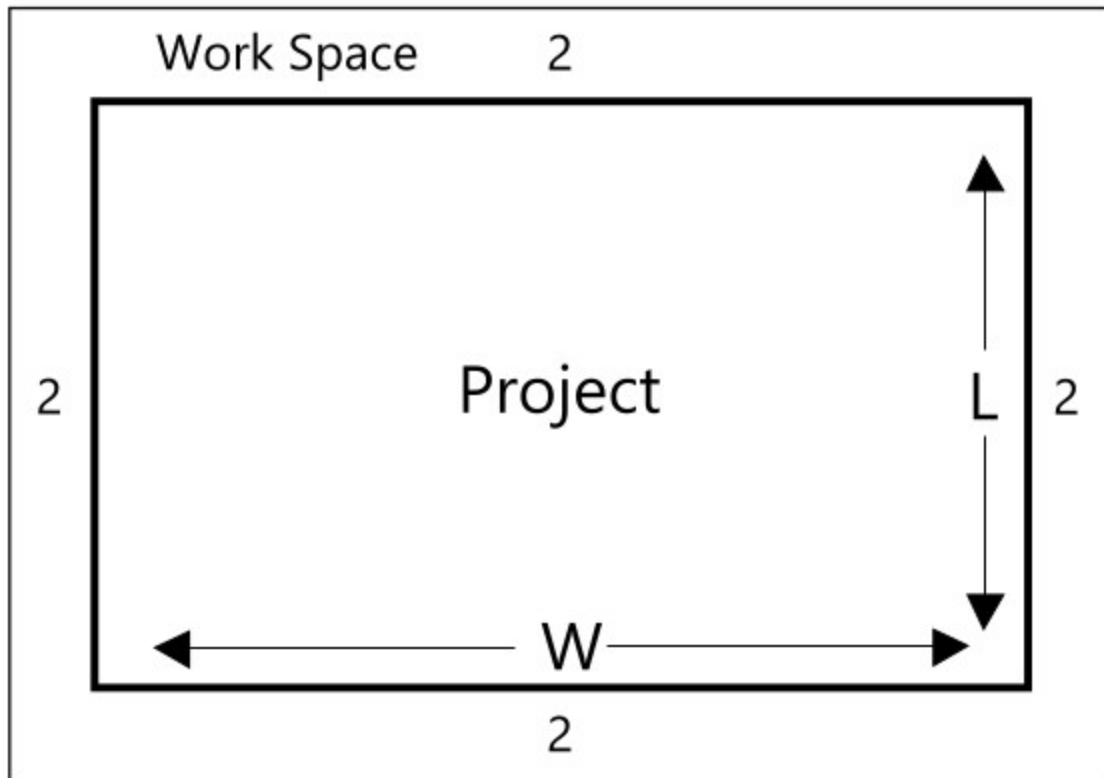
- ☐ Transfer Deposit to CTA
- ☐ Add customer to Quickbooks
- ☐ Certificate of Liability Insurance

## TENANT MOVE-OUT CHECKLIST

- ☐ File Tenant 30-day Notice
- ☐ Obtain Forwarding Address Information
- ☐ Contact Tenant to Schedule Move-Out
- ☐ Transfer Deposit to Checking
- ☐ Refund Deposit based on Final Accounting (to include back rent, damages and cleaning)

# Square Footage Calculator

$$\text{Sq. Footage} = (W+4) * (L+4)$$



Current 2022 monthly pricing is \$1 per square foot using the area calculated with this method.  
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