

# NORTH GEORGIA AUTO CLUB, LLC, RULES

## 1. GARAGE FACILITY

- a. **Club garage and equipment** is for **PERSONAL USE ONLY, COMMERCIAL USE for profit is strictly prohibited.**
- b. **Sign-in** is **required** for use of the facility. Sign-in is done by passing the key fob past the receiver at the side of the door when entering, even if the door is open, and **signing-in** on the sign-in pad by the door and placing membership card in the book. The brief description of work on the sign-in sheet helps us plan for future tools or equipment.
- c. **Garage bays** are available 24/7. All work is to be completed in the same day unless receiving prior approval from an officer. Members using space and members waiting for space should cooperate at all times to work out timing/sharing issues!
- d. **Body repair work** including bondo, sanding, painting, or open sand blasting is NOT allowed inside the garage; outside of garage is acceptable as long as the area is left clean.
- e. **Engine rebuilding** or swapping **and Transmission R&R** is NOT allowed unless the member obtains advance approval from the NGAC President.
- f. **All members will be given a gate key & key fob (keys) to enter the club facility.** The keys are NGAC property and are only for the member's personal use. **Sharing/loaning the keys will be grounds for immediate dismissal.** Members are expected to return the keys when leaving the club. Replacement keys in case of loss, may be purchased from the Tool Crib Attendant.
- g. **Clean up** area and tools immediately after use. Members leaving work areas with grease, oil, old parts, or other debris may be dismissed from the club. This includes disposal of used oil or anti-freeze in the marked drums outside the garage. Make sure you use the appropriate barrel.
- h. **All scrap metal parts** must be placed in the scrap metal container for recycling.
- i. **Cardboard cartons** and food trash must be removed by members (because of rat problems).
- j. **Tobacco usage**, either smoked or chewed, including cigarettes, e-cigarettes, vaping, cigars, cigarillos, pipes, chewing tobacco, snuff, etc. is **NOT** allowed inside NGAC facilities.
- k. **No alcoholic** beverages are allowed on NGAC property.
- l. **No removal of gasoline tanks** is permitted on NGAC property without approval of the club President and oversight by a club officer.
- m. **No welding** is allowed on NGAC property without approval of the Club President and oversight by a club officer.
- n. Oxy-Acetylene, Map, and Propane torches are allowed for rusty nut removal or similar issues.

## 2. VEHICLES AND PARTS LEFT ON PREMISES

- a. **DO NOT DROP OFF OR ARRANGE DELIVERY OF NON-OPERATING VEHICLES OR PARTS** on NGAC property without prior coordination with and approval of an Officer. Officers must assign an available location prior to delivery. The member must be present when their car or parts are delivered
- b. **NO TIRES** are to be left on the premises; **remove all tires.** See FAQ's on website for disposal information.
- c. **No Parts or other items (TVs, fluids, tools, etc)** are to be left on the premises except for those put in the trash or the metal recycle barrel. This includes engines, transmissions, wheels, etc. In some cases these types of parts may be left with an officer's approval with the scrap value going to the club.
- d. **Stranded vehicles**, whether on the lift or outside, must have a completed "Repair Parking Permit-Overnight Garage Only", signed by a NGAC officer in advance, if possible, and displayed on driver's side of dash. These are located inside the front of the sign-in book. Every effort should be made to remove the vehicle from the lift when the member will be gone for an extended period of time (i.e., overnight).

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## **3. VEHICLE PARKING (Autos and Trailers)**

- a. There are two (2) types of parking, **Temporary parking** while working on your vehicle and **Long Term Parking** for members running or non-running vehicles or trailers.
- b. **Temporary parking** is limited to **Seven (7) days** for leaving vehicles in repair in the outside areas with authorization. There is no charge for this type of parking as long as the vehicle is repaired and removed within the 7 days. If left over 7 days then it will be considered Long Term Parking as subject to those rules. See Item 2.d. above for additional information.
- c. Only one (1) vehicle under active repair may be parked at a time per member, including inside and/or temporarily stored outside of garage.
- d. **Long Term Parking** is available on a month to month basis and is \$25 per month for a "normal" sized vehicle or trailer. A member must coordinate with a club Officer and complete the Parking Agreement before the subject vehicle is delivered to the club Facilities.
- e. There are two (2) separate one page Parking Agreements, one for each type of parking. These agreements list all the rules as well as penalties for non-payment including the time line leading to having the vehicle towed.

## **4. TRAILER OR TOW DOLLY CHECK-OUT**

(See Trailer or Tow Dolly Check-Out Form for rules)

## **5. TOOL SIGN-OUT SCHEDULE**

- a. Tool sign-out hours are Tuesday and Thursday, 4:30 to 5:30PM and Saturday, 10:00 to 11:00 AM.
- b. Sign-out log must be filled out legibly including member's full name, phone number, due date, and officer's approval.
- c. **Members are responsible** for equipment signed out to them. Members will pay the replacement cost of lost or abused items.. Tool return must be verified by an NGAC officer.
- d. Tools in garage/container are normally signed out for 7 calendar days (including weekends) i.e., a tool signed out on Tuesday is due back the following Tuesday, but early return is encouraged.
- e. Tools such as engine stands, engine hoists, and transmission jacks have a fourteen day sign-out period.

## **6. GENERAL**

- a. Please clean all areas used! We, *All NGAC Members*, are responsible for this facility.
- b. This is **YOUR** club. Report any infractions to an officer.
- c. Please observe all the rules to keep **YOUR CLUB** in operation.
- d. Violation of these rules will be **grounds for** dismissal from the club.
- e. **Used Oil, transmission fluid, hydraulic fluid, and brake fluid** are to be disposed in the used oil collection drum for recycle.
- f. **A separate recycling container is available for antifreeze.**
- g. Take food containers, wrappers, and cups with you to avoid attracting rodents in the garage.
- h. Family helpers must be accompanied by a NGAC member at all times. All minors must be kept out of the work area and watched by a family helper or member. This is to prevent liability issues due to injuries caused by hazards in the area.
- i. It is the member's responsibility to check that all doors are securely locked before departure. When you are the last person to leave: The following should be secured (1) the office door, (2) the two sets of garage doors, (3) the side entry door, and (4) the front gate. When our sub-tenant is on-site, the front gate should be left unlocked.
- j. Most of all: **WORK SAFE AND CLEAN UP AFTER YOURSELF!**