

Rules for Use of MGMS Lapidary School Equipment and Resources

Mississippi Gem and Mineral Society

These *Rules for Use of MGMS Lapidary School Equipment and Resources* (Rules, Rules for Use, Equipment Rules) are a supplement to the *General Rules for Participation in Activities of the Mississippi Gem and Mineral Society* (*General Rules*). These are the basic guidelines for member use of MGMS Lapidary School equipment and related resources. These Rules are to ensure that everyone has working knowledge of procedures so that miscommunication can be kept to a minimum. Additional rules may be posted, published separately or conveyed orally. Waivers for Participation may be required at times.

These *Rules* apply to all adult and Junior members. Adults are responsible for the junior member(s) included on their membership application and acknowledge this by their signature. When a Junior member is no longer eligible for the Junior membership classification and applies for separate membership, he is responsible for acknowledging these Rules for Participation at that time.

LOCKERS

A limited number of lockers are available for member use. Locker lease fees will be set on an annual basis for the period from January through December. All locker fees will, therefore, become due on January 1 every year. Locker fees will be considered delinquent after January 31. After March 1, unpaid lockers will be emptied and the contents considered a donation to the School. If a lessee wishes to relinquish his locker before the end of the year a refund for the appropriate number of months will be made. A new lessee may then retain that locker for the balance of the year.

USE OF SCHOOL RESOURCES AND EQUIPMENT

1. Personal work can only be done during School hours scheduled for general use by members. Scheduled Lapidary School hours will be published in the newsletter or conveyed by other established means of membership communication.
2. Working alone in the building is strictly prohibited due to the hazardous nature of the equipment and possibility of accidents. A Building Supervisor must be present at all times when the building is in use, including class room instructions, workshop usage of equipment, etc. If a Building Supervisor must leave the building and no other Supervisor is available, all students and workers must cease work, clean room and equipment, and leave the building.

Exceptions to this rule may be made only with prior approval from the President or Governing Board:

- a. If authorized, classes may be scheduled outside the times outlined for general use. If the President or Governing Board deems proper, the instructor may function as a designated Building Supervisor during the class. *Only the scheduled class work may be done at this time.*
 - b. Individuals may work at the School on club business/projects during non-scheduled hours if previously authorized by the President or Governing Board. *No personal work may be done at this time.*
3. *No mass-production or commercial work may be done using school equipment.* According to our Bylaws, MGMS is a non-profit organization. As a non-profit entity, society resources and equipment may not be used for any member's monetary gain or personal gain.
 4. Do not operate any equipment in any classroom, throughout the building or on the premises without completing the proper certification classes. Learn and follow all directions provided or posted for use of the equipment. Failure to operate equipment properly may result in suspension of use privileges pending completion of further instruction.

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5. No one under the age of 14 shall use the lapidary equipment (saws, cabbing machines, etc.) or silver room equipment. Junior members who have received certification to use lapidary or silver room equipment should be under adult supervision when using the equipment.
6. All lapidary equipment, tools, exhibits, specimens, lapidary rough and other material or supplies, furniture, and office equipment in the School or on the premises is either the property of MGMS Lapidary School, is on loan to the School, or is someone's personal property. Landscaping material around the building is not for personal use. The material is for display purposes. No person is allowed to remove or borrow any MGMS property without the permission of the President or Governing Board with the exception of certain Library books or videos. Please do not disturb other member's property.
7. Some MGMS rough and/or slabs may be designated as sale items. No person is allowed to cut or use School lapidary rough and/or slabs for personal use without first purchasing the material. Prices for the rough and/or slabs for sale will be established by the President, Governing Board, or the person designated by the President to set prices for sale material. Some rough and slabs are intended for display or specimen purposes only and will not be for sale.
8. Personal items left in the building should be in the member's rented locker; however, occasionally personal property (lapidary rough, tools, etc.) are accidentally left at the School. When such items are found, the Building Supervisor or Instructor should be notified.
9. Individuals must clean up after themselves. This includes, but is not restricted to, the main area, kitchen area (including coffee pot, utensils, etc.), library, classrooms, lapidary rooms, and equipment used. A fine or suspension of use privileges may be imposed against anyone not cleaning the area and/or equipment used by them.
 - a. Immediately clean any oil or water spills. Keep the floor area clear, dry, and free from slip or trip hazards.
 - b. Clean up after use of equipment is mandatory. This is to mean the entire work area including the tabletop, floor, sink, tools, etc. The last person to use equipment is responsible for checking that all equipment is off (including dop pots, fans, and gas tanks).
 - c. Students must participate in cleaning up after class. If a student must leave a class early, the student should clean their work area and any equipment used.
10. Individuals may not monopolize any piece of equipment. Members may use equipment for 2 hours. Then, if no one is waiting, the individual may continue to use the equipment on an hourly basis until another member wishes to use the equipment. Everyone should have the opportunity to use equipment during the hours scheduled for general use.
11. Safety is the responsibility of everyone. All safety measures in place must be obeyed. Practice fire and hazardous material safety at all times. Instructors and Building Supervisors must be obeyed at all times; they are the final authority on rules and usage. If a student or member believes there is a need for a new safety rule to be put in place, he is to submit the suggested rule, in writing, to a Building Supervisor for discussion with the Building Committee, President, and Governing Board for possible implementation.
 - a. In the shop environment, there exists the possibility of serious injury. Use of equipment and tools is at the risk of the user. Know the dangers of equipment and your materials. Breathing rock dust can lead to serious health conditions. Some rocks and minerals are hazardous in nature and may contain toxic elements.

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- b. These material are not to used on Lapidary School equipment. When a material to be cut, cabbed or used is in question, ask a Building Supervisor.
 - c. Wear appropriate clothing for the task. Do not wear loose clothing or jewelry that might get caught in machines. Control long hair. Wear protective glasses and masks when appropriate or required by the instructor.
12. Immediately report building or equipment problems (equipment breakage, strange noises, leaking oil, etc.) to the Building Supervisor, Instructor, or designated maintenance personnel. Members should not attempt to repair equipment without being assigned that task.

EXCEPTION REQUEST TO THESE RULES FOR PARTICIPATION

A request for an exception to these *Rules for Use of MGMS Lapidary School Equipment and Resources* must be presented in writing to the Building Supervisor, Instructor, President or the Governing Board and meet with their approval. Approved exception(s) will be for a specific event or occurrence.

FAILURE TO COMPLY

While participating in the use of Lapidary School resources and use of School equipment, a member who fails to comply with any of these *Rules for Use of MGMS Lapidary School Equipment and Resources*, any additional established rules, or fails to comply with instructions of any Building Supervisor, Instructor, President, or Governing Board member will be subject to disciplinary action.

Non-compliance could result in action from reprimand up to and including revocation of membership.

UPDATES

MGMS may or may not require members to sign participation forms annually. When these *Rules for Use of Lapidary School Equipment and Resources* are updated by the Governing Board, members will be provided a copy of the updated regulations and asked to acknowledge receipt and acceptance of the updated *Rules* at that time. Members who have accepted these *Rules for Use of Equipment and Resources* understand that these regulations remain in effect until updated or revoked by MGMS.

MEMBER ACKNOWLEDGEMENT

I acknowledge that I have read all of these *Rules for Use of Lapidary School Equipment and Resources* (a supplement to the *General Rules for Participation in Activities of Mississippi Gem and Mineral Society*). Any questions which have occurred to me have been answered to my satisfaction.

I understand that these *Rules for Use of Lapidary School Equipment and Resources* remain in effect until the *Rules* are updated or revoked by MGMS.

I am voluntarily, and with full knowledge of these regulations, participating in activities at the MGMS Lapidary School and use of the Lapidary School equipment and resources.

Printed Name

Signature of Adult Participant

Date

Name of Participating Junior Member (if applicable) _____