

CENTRAL AREA STORAGE UNIT AD-HOC COMMITTEE

October 2009

Purpose: The purpose of this subcommittee was to determine how other subcommittees from the Area could utilize this storage unit.

Objective: Present a simple set of guidelines or rules for using and sharing the storage unit.

- It was determined that if the Area was paying the rent for this storage unit, that it would be utilized by the subcommittees in the area that have a need to use it.
- Existing storage unit is 8ft x 10ft inside unit, 2nd floor. Located @ A-Aadvark Self Storage, 4490 Murphy Canyon Road (92123).
- Currently the storage is used by CASC Activities committee. There are several boxes with items used at, and merchandise from, previous Central Area events. Other items found in storage include: 2-coolers, 2-standard gas barbecues, 2-propane tanks for bbq's, and softball equipment. Items listed should be verified by an Activities Committee trusted servant / member.
- Determined the "primary point of contact" should be the CASC Vice-Chair, if storage unit is to be accessible to other committees for use.
- A log shall be kept of who has access to the storage unit.
- Storage at your own risk.
- Personal items are not allowed to be stored in CASC storage unit. Only items to be stored are those that have been bought & paid for by the CASC and are CASC subcommittee property / materials / merchandise.
- Replacement of lost or stolen items by CASC, would only be done for CASC property.
- Lockable containers / foot lockers within storage unit for different committees property.
- Make or purchase shelving racks for organizing and maximizing the storage space needed. Possibly downsize storage unit if able to organize existing items.
- Contact was made to the Self Storage office and asked about multiple access codes being issued (EX: individual access codes for each person / subcommittee using storage). This facility's policy is ONE gate access code issued per storage unit. Access code can be tracked by day and time, when entered at the entrance gate.