

### Bike Kitchen Shop Policies, for both users and mechanics

Respect the mechanics and their advice. Respect the tools. Return them to the proper place when you finish with them. Respect closing times and stop projects at least 15 minutes prior. Try not to monopolize stands.

We reserve the right to refuse service to anyone for any reason.

#### Membership policy:

- To use the shop, patrons must either obtain a yearly membership or pay \$5 day use fee. If you are going to use the shop more than two times per year, we highly recommend that you purchase a \$30-100 (sliding scale) membership or earn a membership by volunteering for 6 hours.  
*No one is turned away for lack of funds.*
- Membership includes:
  - 30% discount on parts
  - Access to tools and expertise for one year
  - Access to Bike Kitchen classes
  - Grease, lube, bearings and other minor repair supplies free of charge
  - Possibility to purchase “digging rights” – once in a lifetime (literally)
  - Discounts at some bike shops.
  - A fancy pants membership card

#### Part sales:

Used parts are for sale for folks working on bikes at the shop. The price list near the cash register offers a range of prices which reflects the range in quality of used parts. If you find something that you want to put on your bike, find a mechanic for a price using the list as a guide.

New parts are limited to those that are not easily recycled and commonly needed during basic repair, such as brake pads, cables, and housing. The Bike Kitchen buys these parts and sells them at cost. Other new parts should be acquired at local bike shops. Members receive 30% off the price list.

*No part leaves the shop unless it is on a bike.*

#### Build a bike through Digging Rights:

Everyone who builds a bike from parts from the used parts room (junkyard) must be a member. That means, either you buy a membership or you earn one with volunteer hours.

Bikes can be built at the Bike Kitchen in two ways:

1. Earn-a-bike: In exchange for volunteering in the shop for 12 hours (6 hours for membership, 6 hours for E-A-B). Project bikes may only be selected, tagged and worked on after all the volunteer hours are completed.
2. Purchase “digging rights:” For \$80 to \$30, one can purchase the right to search for all of the parts necessary to build one bicycle. This does not guarantee that one will find all the parts at the Bike Kitchen

*Note:* Earn-a-bikers and those purchasing digging rights have access to only the average quality parts in the shop. If someone is interested in the higher end parts (in the display case or tagged and priced above average), they must purchase these for an additional fee.

#### Donations

The bike kitchen relies on the generous donations of its supporters to keep the shop running and the parts room full. Donations are tax-deductible. Due to lack of space, the Bike Kitchen cannot accept all donations. We will do our best to salvage and recycle all usable parts. In some cases we will not be able to re-use parts – these will be brought to the metal recycling center.

Due to problems associated with bicycle theft the Bike Kitchen cannot offer trades or cash for used parts, no matter how sweet the donation may be. Please don't ask for an exception.

### Bike Storage

Project bikes (i.e. frames originally purchased or earned from the Bike Kitchen) can be stored in the shop as long as the project is in progress. Project bike must be properly labeled or the patron relinquishes their right to that bicycle. Work must be done on the bike at least every 2 weeks and the patron is responsible to keep the tag updated every visit. Should the bike sit for more than 2 weeks you may receive a phone call asking you to come retrieve your bicycle – please don't make us do that!

*Labels must include:* Name, most recent date bicycle was worked on, phone number

### Classes:

In order to enroll in a class, one must be a member of the Bike Kitchen. If the class is \$80-\$100 sliding scale, non-members must first purchase a \$30 membership, then pay the class fee.

Can we come up with standard class fee to include here?????

### Loaner bikes:

We currently have no loaner bike policy.

### Bike Kitchen Volunteers

The Bike Kitchen is a volunteer run organization. We welcome any and all contributions to the organization. We especially encourage volunteers to contribute specific skills such as web design, graphics, event organizing, fund raising, woodworking, and whatever other special skills you may have. We also need regular volunteers to greet, wrench, and do lots of mundane tasks to keep the shop going.

### Who is a "Bike Kitchen Staff Member:"

Staff commit to a specific 2 hour shift per week (at the same time every week, if you can't make it, you call), or are in charge of a specific task (such as website management, membership management) Staff must fulfill this commitment for 3 consecutive months.

If you do not fulfill your staff commitments for 2 consecutive months or more and you return to the Bike Kitchen, you are on "probation" for 6 weeks. After demonstrating your resumed commitment to the Bike Kitchen, you assume full staff privileges.

### Staff Privileges:

Staff get free used parts from Bike Kitchen stock for your \*personal\* use. Staff can order wholesale +15% for parts (including cables). Staff also get voting privileges at staff meetings.

Classes for free????

\*personal\* use does not include anything that will be generating income.