

Shared Spaces

The conference room and storage.

- [Conference Room](#)
- [Storage Areas](#)

Conference Room

The conference room is a shared gathering and recreational space for members: a comfortable, multi-use room for meetings, classes, game nights, group projects and other small events.

What is in the room

- A smart TV
- A large whiteboard
- Books, board games, video games and other entertainment and educational materials

What it is used for

- Member meetings and project planning
- Small classes and workshops
- Game nights and recreational activities
- Relaxing while you wait on a print, paint to dry or another project
- Social gatherings among members and their guests

Using it

Any member can use the room when it is free. A reservation is only needed for hosted events, and the room holds a maximum of 12 people. Food is allowed in the room, and everything goes back to a clean, default arrangement when you are done.

The full rules for reservations, guests, food and cleanup are in the **Conference Room Policy** in the Shop Rules book.

Something wrong with the room?

Report broken equipment, missing items or other problems on Discord or to a board member.

Storage Areas

This page describes the kinds of storage at WMI. The rules (who can use each, size limits, what is prohibited, labeling) are in the **Storage Policy** in the Shop Rules book. Current storage options and rates are on waukeshamakers.com.

Types of storage

Type	Good for	Notes
Small and large lockers	Tools, small materials, project parts	Board approval; you may use your own padlock
Pallet racking	Larger items, equipment, materials	Up to a 40 in x 40 in footprint (or a standard 40 in x 48 in pallet), 40 in tall
Floor storage on carts	Short-term, project-specific storage	Advance approval; carts need working wheels and an inspection

To be confirmed: where the lockers, pallet racking and floor storage area are in the building.

Tote storage

Drawings exist for shop-built tote racks sized for 15-gallon and 27-gallon totes.

To be confirmed: whether tote racks are installed, which tote sizes members should buy, and how tote spaces are assigned.

Everyday rules of thumb

- Only leave things in designated storage areas or on carts.
- Label everything with your name and contact information (and the date, for projects in progress).
- Big projects go on wheels so others can move them.

- Keep walkways and shared workspaces clear.
- Unlabeled items are treated as community property.

Nearby

The aluminum can recycling bin is near the lockers. See **Scrap, Shared Materials and Recycling**.