

MOTORHEAD RULES

Sign-on Sheet & Liability Waiver

These rules are provided so that you are aware of what is expected should you choose to participate in Motorhead activities. You must read, learn, and follow this entire document. For quick reference, the basic points are marked with an asterisk [*] and in **bold** type.

Preliminaries

***You may only attend a Motorhead session if an acting manager has received a signed copy of the latest version of the Motorhead rules and liability waiver.**

Signing this document is required and signifies that:

1. You understand and will follow these rules; and,
2. You release Munk's from any liability produced by your actions.

***By signing below, you acknowledge that you will hold Munk's harmless for any damages and accept responsibility for any damage that you cause to yourself or others, your car, the shop equipment, or shop facilities.**

***Before we consider you a true Motorhead with access to full Motorhead benefits, you must demonstrate a willingness to help others.**

A Motorhead may use the shop only after he has spent at least three (3) hours helping other Motorheads with their projects. This is a requirement that must be met before you can pull your car in. The idea is to keep out the riff-raff and avoid those who are looking for a free ride but otherwise do not contribute. The acting manager may also require other duties of anyone in attendance during a Motorhead session, e.g., helping to move vehicles.

Safety

*** If you have not been checked out on a particular tool, lift, or any other piece of equipment, you may NOT use that equipment.**

*** If you have not been checked out on any particular procedure, you may only assist someone who has.**

Safety is our first concern; it must also be yours. The acting manager has access to the shop manual with safety rules and is responsible for maintaining them.

Cleanliness, Clean-up Requirements

[SHOP PERSONNEL AGREE: THIS IS MOST IMPORTANT SECTION]

*****The shop, especially your work area, must always be left in better condition than you found it.**

Cleanliness is a priority at Motorhead sessions. Tools, air hoses, jacks, etc, should be wiped down, sockets and wrenches should be put back in order, Even If You Did Not Use Them. Think of how you would like your car taken care of if it was here being worked on during normal business hours, then take care of any equipment, tools, and the tool box you are using the same way--or better. Do not use tools from the techs' toolboxes unless you have permission to do so.

If you do not take responsibility for them while you are here, all tool boxes in the shop will be locked.

Charges

There is no charge to come to Motorheads to help others, or simply to "bench race". If you want to work on your own car, \$15 is the minimum charge for admission to pull a car in, i.e., there is a minimum \$15 fee for floor use, regardless of time spent under one hour. Additional floor rental, for over one hour, is \$15 per hour. The current charge for bay rental in the shop is \$25 per hour per hoist. Use of the sandblaster is also \$15 per hour. Since it is much quicker to work on a car with help, other Motorheads should be drafted to help you get your car repaired faster.

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Bookkeeping--Parts & Time

[ANOTHER VERY IMPORTANT SECTION]

[A SOURCE OF GREAT ANNOYANCE IF NOT FOLLOWED]

**** In order to cover your time and keep track of your parts, you must properly use "motorhead workorders".**

These workorders are your lifeline to the shop...if they are severed, your Motorhead privileges go with them. You should have a fresh copy of your **motorhead workorder** on your driver's seat while you work. That way, you can record all times and parts used on one sheet of paper, and either review it with the acting manager at that time, or tape it to the computer screen of George or Chris so that it may be taken care of the very next day. If this method isn't possible, at least memorize your workorder number so you can label your time tickets with them.

Your charges must be recorded on a time ticket.

These may be offset by "community service" at Munk's work bees or other work performed for credit. Rags, towels, heat, light, solvents, lubricants, trouble lights are part of the expenses incurred and this charge is intended help us support this non-profit activity.

*** Time tickets are to be used as follows:**

- 1. Punch in on the "in" slot as soon as you get into the shop to work on your car...before you rack your vehicle, before you unload your parts, before anything but actually pulling in.**
- 2. Punch out after you clean up the bay, wipe down the tools...in other words, when you are truly "finished" and not just when the last nut or bolt is tightened.**

You can stay off the clock while determining your times, **BUT YOU MUST DETERMINE YOUR TIMES!!!**
We are tired of anyone asking "didn't I have some pending credit?" Unless the following procedure is followed, the answer will always be "No, just pending charges."
- 3. How to determine your time:**
 - a. Take your ending punch, subtract your beginning punch, and write the result on that section of the time ticket.
There is a calculator right by the time clock...then...
 - b. In the space remaining, designate whether it was "bay rental," "floor rental," or "credit."...then...
 - c. Make sure the acting manager enters that credit or charge on the workorder **WHILE YOU WATCH!**
 - d. After the time is entered by the acting manager, the time ticket is stamped "posted."

This procedure is in your own best interests in a number of ways...you will only be charged for your time once, rather than having the possibility of a time period being billed twice due to loss of memory. Also, it will reduce management annoyance, and thus keep you in good standing with the shop.

Good Neighbor Policy

We believe in a good neighbor policy toward the folks who live near the shop. Responsible driving within 1/4 mile of the shop is mandatory. I know how tempting it is to show off your car but don't do it. We don't want to attract that kind of attention. If you pull hole shots or drag race near the shop, just keep on going and don't come back.

SIGNED: _____

PRINTED NAME: _____

WITNESSED: _____

DATE: _____