

Stanley Park Lawn Bowling Club Inventory and Storage Policy

Aim:

- Maximize the use of available space
- Avoid the accumulation of clutter
- Eliminate unauthorized donations, repairs and additions.

Responsibility:

The *Inventory & Storage Committee* is responsible for the implementation of the Policy. The Committee is comprised of:

- Kitchen Manager
- House Manager
- Social Manager
- President or designate

Purpose:

Members are required to obtain formal written Committee approval before taking any action to make donations, repairs or additions. This will:

- Avoid duplications and ensure no unnecessary items are contributed to the Club
- Ensure that any alterations or repairs to Club facilities are undertaken by qualified professional trade persons.

Guidelines:

- Member proposals should be presented to a Committee member by email, a written request left in the office file marked *Requests & Proposals*, or by mail to the SPLBC
Inventory & Storage Committee, c/o 2099 Beach Ave., V6G 1Z4.
- There is insufficient cupboard space to house all the club materiel for the operation of the kitchen, tournament equipment, bar & social events and other operational items, therefore....
- **All space atop the lockers in both locker rooms is reserved for club materiel only.**
- **Members' personal items (shoes, hats, jackets, bowl cases, bags etc.) must be stored in lockers or carried home at the end of the day of use.**
- All Managers are required to manage their department inventory and storage areas appropriately. Areas should be reviewed periodically and unnecessary items discarded.

Approved February 11, 2019