

To: The Quelab Board Of Directors
From: The Space Cadets Task Force
Date: 04/11/2016
Re: Formal Proposal for Annex Space Utilization

The following recommendations have been agreed upon by the members of the Space Cadets Task Force and are being proposed for formal implementation by the Quelab Board of Directors.

1. We propose that a space should be determined and assigned for Quelab members to rent on a monthly basis with variable minimum term contracts.*
2. We propose that the rental fee be charged by square footage at a rate of \$1.50 per square foot. The measurement for payment shall be taken to be the total floor space assigned to the contract for payment by the member.**
3. We proposed that this space be established between the roll-up door and the fire exit along the south wall of the Annex. An offset of 9 feet from the wall would provide ample space for work benches.
4. We propose that a Rental Officer position be established and filled with the purpose of managing the rental space and keeping track of details related to the space. Collecting money for the rental space would still be a task assigned to the Treasurer position.
5. We propose that the board of directors negotiate rental rates with larger potential tenants on a per proposal basis. That is the board of directors will retain the right to have multiple rental rates for the annex.
6. We propose these proposals be accepted and implemented by April 30th, 2016 to allow for the formal establishment of the rental space in the Annex by May 1st, 2016.

Submitted by
The Space Cadets Task Force

Footnotes:

* A specific minimum length of rental contract was a bone of contention amongst the committee members. Some felt we should allow contracts with a minimum length of six months while other felt we should allow contracts on a month-to-month basis. We leave it up to the board of directors to decide on a formal policy for this issue. The following recommendations for establishment of a policy for rental contract length were discussed.

- a. Delegate the responsibility to the proposed Rental Officer.
- b. Require a 6 month lease and then allow month-to-month with continuous Quelab membership.
- c. Require a 3 month lease and then allow month-to-month with continuous Quelab membership.
- d. Allow month-to-month leasing with continuous Quelab membership.

** For example a table that covers floor space area of 3ft by 6ft would have a total rental fee area of 18 square feet.