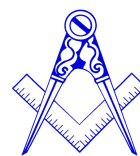


# KNOWLE MASONIC CENTRE



## KMC Storage

**All Fee paying regular Units receive the allocation of one locker for their equipment - unless communal equipment is provided (and hence a locker is not required). In some cases some Lodges currently have access to two lockers in the Temple. This is down to historical practice and Lodges may be required to use only one should the need for more space be required. In such cases the Buildings Director will contact the Lodge Secretary first.**

**All RA Chapters are provided with a set of Communal equipment, which is stored in the Robing Room. Any other equipment should be stored offsite. Communal Rose Croix equipment is also stored in the robing room.**

**No alcohol or combustible materials should be stored in lockers, in line with KMC insurance policies.**

**Lodges are responsible for insuring all personal effects and equipment (including honours Boards) held at KMC, including locker contents.**

**Lockers are not designed to be for Lodge archive purposes and such archives should be stored offsite. The temple is looking into whether archives could be stored here in the future at a nominal annual fee. This is not guaranteed however given the shortage of space.**

**When setting up all Lodges/Units are provided with two locker keys, specifically handed to the WM of the day. The WM is the accountable key holder on behalf of the Lodge. Should keys be lost or a locksmith be required then the Lodge is responsible for the costs associated.**

**When setting up the Lodge room please do take into account Health and Safety legislation, taking into account the task, the age and health of the persons you ask to set up and take down the Lodge room.**