



WORKSHOP PARTICIPATION FACILITY POLICIES

Please read and give your consent to comply with the following Terms, Conditions and Policies by providing your signature on the last page. These policies will be reviewed at our mandatory monthly orientation session. You will need to attend an orientation session prior to being allowed use of our facilities.

The following policies are in place to ensure fair access for all members to our facilities. Failure to abide by these policies may result in termination of your membership or in the user being held responsible for replacement cost and labor cost of damaged Maker's Edge makerspace property.

1. In order to access the shop and use our facilities, all users must first meet with the Maker's Edge makerspace Shop Manager and/or Safety Instructor and take orientation in workshop and facility safety procedures. These orientations are scheduled on a regular basis, often referred to as "Shop Tool Safety Test". A current orientation schedule is posted on our MindBody website portal at <https://clients.mindbodyonline.com/classic/home?studioid=174148>
2. All users of the Shop are responsible for their own safety. Maker's Edge makerspace will not be held liable or responsible for any injury sustained by using the makerspace, including the Wood and Metal Shop.
3. If at any time you notice machinery, equipment, and/or tools are not functioning properly, stop using the malfunctioning equipment, and contact Staff. If Staff is not available, please call the executive director immediately. A list of cell phone numbers is posted in several locations throughout the facility.
4. When using any of the Maker's Edge makerspace machines or facilities, members must return machines and facility to the state they were found in (clean, fully assembled, in good working order).
5. Reclaimed wood and other materials are only to be used in Shop after it has been made free of metal using a metal detector. If shop user fails to remove all metal from wood, and the metal damages Maker's Edge makerspace blades or machines, the user will be liable for all costs (replacement and labor) associated with fixing the blade or machine and any resulting physical injuries. Please notify Staff of your intent to use reclaimed wood materials prior to bringing those materials into the facility. Under no circumstances can a shop user store any items in the shared space of the shop without receiving prior consent from a shop manager, officer, or board member.
6. All materials and projects in shop must be taken with the member when they leave the premises. The only exceptions are rented offices, rented workspace and rented storage space. All abandoned projects/materials may be removed from the premises by Maker's Edge makerspace staff.
7. Maker's Edge makerspace is not responsible for any damage to projects or material stored in shop.
8. All members, users of shop, and workshop attendees are required to sign a Release of Liability waiver before using any equipment, tools, or services in our facility.

EXPECTATIONS

1. Pay dues on time, abide by this membership agreement, and contribute to the space. This includes but is not limited to cleaning the space, participating in projects that better the common work area (new workbenches, tables, shelves, etc.), and managing group projects. We desire a friendly and inviting workspace, which requires everyone's help to keep our makerspace running smoothly.
2. Membership is not a guarantee. Maker's Edge makerspace expects that every member, user of the shop, and workshop attendee will show one another goodwill and respect. Engaging in rude, embarrassing, obnoxious, or generally nasty behavior can result in termination of your membership. No excessive noise in the space. Members need to have a clear mind and may not use the equipment while under the influence of medications, drugs or alcohol.

USING THE MAKERSPACE WHEN WORKSHOPS ARE IN SESSION

1. Tables marked as reserved for workshops are for the exclusive use of instructors and attendees beginning 30 minutes prior to the start of the workshop.
2. Please be considerate and refrain from excessively noisy work (planning, jointing, grinding) during the first hour of the workshop (because people need their freaking coffee first).
3. Classes will receive priority on the tools required in the workshop. These will be posted in the course description if there are any questions before hand.
4. If you are on a deadline with a project, please speak with the instructor and/or Shop Manager. We want you to finish your project and have the workshop be a success. Arrangements can usually be negotiated to make sure you get your project done.

SHOP RULES + CONDUCT

1. Always wear proper eye and ear protection while in the shop area. This applies regardless if you are working on machinery or not.
2. No member, user of the workshop, or workshop attendee may use any shop equipment unless authorized to do so through by successfully passing the Maker's Edge makerspace Tool Safety Test and any additional specific safety orientation course for the tool you wish to use. If you violate the training or safety protocols for any and all tools in the space, Maker's Edge reserves the right to suspend or revoke your membership. Safety is primary.
3. Only authorized Maker's Edge makerspace members are permitted in the workshops without prior permission and supervision. Keeping foot traffic to a minimum creates a safer and more comfortable working environment.
4. Never run any materials with metal or paint through any of the woodshop machines.
5. No wet or green wood materials of any kind may be run through any of the woodshop machines.
- 6. Replacement cost due to neglect by breaking Shop Rules will be the responsibility of the individual who caused the damage.**
7. No pets allowed in any of the workshop areas.
8. The Breakroom is for personal use only. Per city codes, you cannot make food items for resale in the breakroom.
9. Do not attempt to oil, clean, adjust or repair any machine while it is or connected to power. Do not perform any of these tasks unless you have the proper training and permissions to do so. Performing maintenance on moving machinery can lead to injury or death.
10. Never open any covers, casing, or shrouds while the machine is connected to power.
11. Ensure that all machine guarding is in place and functioning properly. It is your duty to inform the machine shop supervisor if the guarding is damaged or malfunctioning. Malfunctioning guarding will not properly protect you and becomes a hazard itself. Never remove any safety guards or safety aids from the tools.
12. Never leave machines running unattended. Others may not notice the machine is running and be injured by moving tooling.
13. Do not try to stop the machine with your hands or body. Stopping the machine with your body can result in entanglement, dismemberment or death. Always let moving parts come to a stop under their own power.
- 14. Always keep hands, hair feet etc. clear of all moving machinery at all times. All long hair must be tied back above shoulder height.** Loose fitting clothes such as baggy sweatshirts or long sleeve shirts with loose cuffs should not be worn in the shop. No necklaces longer than 18 inches should be worn in the shop, and no rings should be worn in the welding area.
15. Double-check that all tooling and work pieces are properly supported and clamped and then visualize what might happen if the materials breaks, or malfunctions occur while the machine is running prior to starting the machine.
16. Heavy or unwieldy work pieces often require special support structures or assistance from other members or shop support. Always ask for help if you are unsure if your work piece requires additional support.

17. Remove chuck keys, wrenches and other tools from machines after making adjustments. Chuck keys left in the chuck when the machine turns on become dangerous flying objects.
18. Ask for help when moving awkward or heavy objects. This will protect you and those around you from injury.
19. Always deburr sharp edges of freshly cut stock. This includes the piece of stock that goes back in the stock rack. Eliminating burred edges minimizes the chances for personal injury and marring of precision machine surfaces.
20. Never start a conversation with someone who is using machinery. Always wait for them to complete their task before talking. Please respect and remain outside of the tool perimeter while a person is operating equipment.
21. Never attempt to squeeze behind someone while they are using machinery. Always stop and wait for them to complete their task before passing.
22. Work at a pace that is comfortable for you. Rushing will compromise your safety and increases the chance of damaging equipment.
23. Listen to the machine(s) — **if something does not sound right, shut it down.** Often if the machine sounds abnormal to you, it likely is not operating properly. Inform the shop supervisor if you believe the machine to be operating abnormally. No headphones allowed in “focus areas” or when using power tools. Focus areas will be labeled and include, but are not limited to, the Woodshop, Metal Shop and Weld Shop.
24. If you do not know, or are unsure how to do something — ASK! Do not engage in any activity that you are not comfortable with. Trust your judgment. Check with the shop supervisor or another member who has more experience.
25. Every member is responsible for keeping his or her cards secure. Immediately report the loss of access cards to any Maker’s Edge makerspace supervisor. This will help us maintain security and ensure no unauthorized person is using your card. **There will be a \$5 replacement fee for all lost or stolen cards.**
26. You are responsible for cleaning up after each project. Sweeping, wiping down machines, and cleaning off tables shows respect for other members coming in after you.
27. Keep floors free of oil, grease or any other liquid. **Members are responsible for keeping all work areas clean and free of debris.** Please clean up spilled liquids immediately to prevent slipping hazards.
28. All materials should be stored in such a way that they cannot become tripping hazards. Return all excess material to its proper storage place.
29. All hazardous materials and chemicals must be properly stored in the locked cabinet at all times when not in use. Prior permissions are required to use and house such materials.
30. Stay organized – putting tools away when not in use prevents loss and also makes them available to others.
31. Don’t waste - Place all used scrap in marked containers.
32. All work should stop 15 minutes prior to the time you need to leave the Maker’s Edge makerspace. This will provide ample time to clean and replace tools for the next member.
33. Hot stuff burns, hot stuff on concrete damages.
34. **If you feel the need to hide what you’re doing so that you don’t get caught doing it, you probably shouldn’t be doing it.**
35. **If you’re reading this document because you’re considering doing something and you’re looking for a loophole, don’t do it.**

ELECTRONICS, COMPUTING, + NETWORKING POLICY

You agree that when using electronic, computing, or network devices owned by Maker’s Edge makerspace, or connected to it’s network that you will not:

1. Use the Services in connection with contests, pyramid schemes, chain letters, junk email, spamming or any duplicative or unsolicited messages (commercial or otherwise).

2. Defame, abuse, harass, stalk, threaten or otherwise violate the legal rights (such as rights of privacy and publicity) of others.
3. Publish, post, upload, distribute or disseminate any inappropriate, profane, defamatory, obscene, indecent or unlawful topic, name, material or information on or through Maker's Edge makerspace Services.
4. Upload, or otherwise make available, files that contain images, photographs, software or other material protected by intellectual property laws, including, by way of example, and not as limitation, copyright or trademark laws (or by rights of privacy or publicity) unless you own or control the rights thereto or have received all necessary consent to do the same.
5. Use any material or information, including images or photographs, which are made available through the Services in any manner that infringes any copyright, trademark, patent, trade secret, or their proprietary right of any party.
6. Upload files that contain viruses, Trojan Horses, worms, time bombs, cancelbots, corrupted files, or any other similar software or programs that may damage the operation of another's computer or property of another.
7. Download any file(s) that you know, or reasonably should know, cannot be legally reproduced, displayed, performed, and/or distributed in such manner.
8. Restrict or inhibit any other user from using and enjoying the Services.
9. Violate any code of conduct of other guidelines, which may be applicable for any particular service.
10. Harvest or otherwise collect information about others, including email addresses, without the authorization or consent of the disclosing party.
11. Violate any applicable laws or regulations; and create a false identity for misleading others.
12. Hack us and get thrown out.

PERSONAL TOOLS, EQUIPMENT, + MATERIALS POLICY

1. Personal use tools, equipment, and materials are allowed in the Maker's Edge makerspace facility for your personal use, as long as they do not impede the work of others (this includes noxious fumes, noise and space).
2. All personal use equipment, tools, and materials must be CLEARLY labeled with your name, phone and email address.
3. Personal use tools, equipment, and/or materials may not be used without the expressed permission of the owner.
4. Any and all personal use tools, equipment, and materials must leave with the owner, unless otherwise permitted, or be secured in a private storage location.
5. I understand that the Maker's Edge makerspace is not responsible for lost or stolen tools, equipment, or materials.

WORKSHOP ATTENDANCE AND PARTICIPATION POLICY

Advanced registration is necessary. Instructors, workshop times, and workshop dates are subject to change. If we reschedule a workshop to another date, attendees are entitled to a full refund. Maker's Edge makerspace reserves the right to change instructors without prior notification, and to change workshop location and meeting times by up to an hour with 48 hours prior notice. To register for a workshop, attendees must pay in full at the time of enrollment.

WITHDRAWALS + TRANSFERS

In the event a attendee must withdraw from a workshop, he or she may do so any time before the registration deadline of the workshop, and will receive a 100% refund of workshop cost plus 75% equipment or material fees (for reshelving/ordering costs). Workshop enrollment is nontransferable: requesting to transfer to another section of the same workshop is considered a withdrawal. Withdrawals on or after the workshop registration deadline are not refundable and workshop fees are not transferable. A credit of your enrollment fee may be issued for medically excused emergencies (with documentation) or family bereavement. Other than this, there will be no exceptions. Please give us as advance notice to the extent possible.

MATERIAL + EQUIPMENT FEES

Workshops that make use of tools or supplies will most likely require a material or equipment fee. This pays for in-workshop consumable items (e.g., drill bits, gas, wood, metal, etc.) and the upkeep of tools used for that specific workshop (saw sharpening, tool repair, welding tips, software updates). In some circumstances, attendees may also be required to purchase certain supplies on their own. This will be clearly indicated in the full online and displayed course description.

MISSED WORKSHOPS + LATENESS

Missing the first day of a course may be grounds for withdrawal without refund. Please email us if you know you are going to miss the first day of a course. Advance notice may allow some sort of accommodation, such as a paid make-up session. However, Maker's Edge makerspace is not obligated to offer complimentary makeup sessions outside workshop time or in concurrent or future course sections. Instructors are not obligated to catch attendees up during scheduled workshop time for missed sessions or excessive lateness.

IF WE CANCEL OR RESCHEDULE A WORKSHOP

Most workshops offered at Maker's Edge makerspace must have a minimum of 5 attendees registered in order for the workshop to commence. In the event a workshop does not receive sufficient enrollment, it may be canceled. Attendees will be notified at least 48 hours prior to the start of the workshop. In the event of a cancellation, attendees will be refunded within 10 business days. If we reschedule a workshop to another date, attendees are also entitled to a full refund. Maker's Edge makerspace reserves the right to change instructors without prior notification, and to change workshop meeting times by up to an hour with 48 hours prior notice.

WORKSHOP COMPLAINTS

At the conclusion of every workshop, attendees may receive an emailed evaluation request. We depend upon your feedback to help us improve our offerings. If you have any issue with a workshop you are currently enrolled in, please either raise your issue with the instructor at the end of the workshop meeting or email us. It is our general experience that most issues can be satisfactorily addressed before the workshop concludes. Complaint resolution may involve contacting the instructor and other attendees. All emailed comments will remain confidential upon request.

SPECIAL EVENTS

At times the shop may be closed down for a few hours for special events, such as private parties, member-only events, and restricted access activities (adults only, women only, etc.). These events will be in limited frequency, and Maker's Edge will give at least one week's notice so you will have plenty of time to plan for finishing your project. Maker's Edge reserves the right to limit tool access or close certain shops completely for special events and open-house nights. All tool safety test requirements and waivers will still be required for special events for any non-members or guests who attend.

MEMBERSHIP + WORKSHOP FACILITY POLICIES

Please print and sign to confirm that you have read, understood, and agree to the Maker's Edge terms of membership, rules, and safety procedures.

"I ACKNOWLEDGE THAT I HAVE READ AND AGREE TO UPHOLD THE MAKER'S EDGE MEMBERSHIP POLICIES"

Participant's Printed Name

Participant's Signature

Date

MINORS UNDER 18

Guardian's Printed Name

Guardian's Signature

Date

WITNESS

Staff's Printed Name

Staff's Signature

Date