

Powell MakerSpace

General Policies and Procedures

Powell MakerSpace strives to provide a safe, productive and fun work environment for its members. In light of this mission, we ask you to obey the following policies and procedures for working in our facility. **Failure to obey these policies and procedures can make our facilities dangerous or unwelcoming to others, and such actions on your part may result in your license being terminated without notice.** Please take them seriously. We reserve the right to change these policies and procedures as needed with sufficient notice to members.

Individual Safety: Obey all posted signs and literature pertaining to safe use of our facilities. These include but are not limited to signs regarding appropriate shop clothing and protective gear, techniques for safe equipment use, material-specific precautions for equipment, and machine tool lockouts. Do not use equipment you are not comfortable with or trained to use. Our strong preference is that you not operate heavy machinery after normal hours without a partner in the facility; operate it individually at your own risk. Default to asking for help if uncertain.

Shared Safety: In a shared and open facility like ours, it is possible for less experienced members to operate equipment dangerously without knowing it. Please stay on the lookout for unsafe behavior, and approach and offer feedback to fellow members if you believe they are working unsafely. Please notify a board member, the Sergeant at Arms or the toolmaster immediately if you believe any piece of equipment or infrastructure to be unsafe.

Respectful Behavior: In both in-person and electronic interactions, behave respectfully, courteously, and professionally to your fellow members. No discrimination, harassment, or hate speech shall be tolerated.

Courtesy of Individual Spaces. If you are licensing space from Powell MakerSpace, please keep the space relatively orderly. Do not enter any individual work spaces that are not yours without explicit permission.

Courtesy of Shared Spaces: Keep noise levels to a respectful minimum for the comfort and enjoyment of those in the immediate area. No loud music, tool use or other noise will be permitted in the open areas without the explicit permission of the members around you. No fumes or flames are permitted in unventilated areas. Restore the shared spaces to be as clean or cleaner than when you found them. Please respect and do not interrupt any official Powell MakerSpace activities or classes in the shared spaces. Do not install software, apps, or programs on the makerspace equipment.

Presence: Inactivity and lack of physical presence at our community facility can be detrimental to our mission and prevent others from using the space. Please inform us of any extended absences or extenuating circumstances that might prevent you from attending. Otherwise, we expect members to make regular use of our facilities.

Guests: Non-member guests are permitted in Powell MakerSpace so long as they do not use Powell MakerSpace equipment or shared areas or interfere with other members. Guests and their actions are the sole responsibility of the host member.

Tolerance of Feedback: Please be open to constructive feedback from fellow members, especially as it pertains to safe use of our equipment and disrespectful communications or behavior.

Purpose of Development: The use of the tools and equipment in the MakerSpace are for education and prototyping. Items developed in this space should be for yourself or limited gift giving. Material and items produced here are not for production in quantity or for re-sale.

Confidences: You acknowledge that during your membership, you are going to be exposed to Confidences. "Confidences" means information (such as business information, trade secrets, technology, customers and prospects, and other secret stuff) disclosed by other members of The Powell Makerspace (including through your keen observation) that is confidential or proprietary in nature and simply just not known by others. It's plain and simple - you agree to keep confidential and not to disclose or use these confidences, you understand that they remain the exclusive property of whomever disclosed them, and you don't acquire any rights to such confidences.

'Intellectual property' that gets 'created' in the Powell Makerspace belongs to the person/s that created it.

Member Name

Member Signature

Date

Printed Name and relationship Signature

Date

If under the age of 18 (parent or guardian must fill out)