



## Members Handbook

### 1. Safety at All Times

- a. Members shall not use any tools not authorized by ShopSpace while using ShopSpace facilities.
- b. Members will refrain from the unsupervised operation of any tool, machinery, or equipment that he/she is not appropriately trained and authorized to use.
- c. All Members are responsible for their own safety, including wearing the proper safety equipment in any spaces or situations where tools are operated that could cause eye, ear, or other bodily injury.
- d. Members will refrain from the use of alcohol, illegal drugs, tobacco or controlled substances within the facility or prior to working in the facility.
- e. No firearms on ShopSpace property.
- f. ShopSpace reserves the right to disallow the use of any tools, equipment, or consumable materials, or to halt, delete, or disallow the creation of items that violate any ShopSpace policies, including creating weapons, obscene materials, or illegal items.

### 2. Take Care of Each Other

- a. ShopSpace does not tolerate any discrimination or harassment based on race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, disability, or age.
- b. Be kind. We are here to build a community of people working with and around each other.
- c. Serious issues, including violence, threats of violence, performance of illegal activities at the space, or performance of illegal activities using space equipment will result in an immediate suspension of membership.
- d. ShopSpace is dedicated to providing a harassment-free experience for everyone, regardless of gender, gender identity and expression, sexual orientation, disability, physical appearance, body size, race, or religion. We do not tolerate

harassment of people at our events or in our space in any form. Harassment includes offensive verbal comments related to gender, gender identity and expression, sexual orientation, disability, physical appearance, body size, race, religion, sexual images in public spaces, deliberate intimidation, stalking, following, harassing photography or recording, sustained disruption of talks or other events, inappropriate physical contact, and unwelcome sexual attention. People asked to stop any harassing behavior by ShopSpace staff are expected to comply immediately.

- e. Members shall keep comments, instructions and/or advice constructive and positive.

### **3. Take Care of the Shop**

- a. If a Member notices that any piece of equipment, machinery, or tool is not working properly, the Member shall stop using the equipment and notify ShopSpace staff immediately.
- b. Members using any equipment, machines, shops in the facility, tools, or other equipment in this facility shall leave all such tools, equipment and machinery in the proper storage condition, at least the way it was found if not better (i.e.: clean up all messes, store the tools in their proper location, make sure all lock and safety features are activated before leaving the tool unattended).
- c. ShopSpace tools, equipment or property are not available for loan to Members and may not be taken off premises without the express consent of the ShopSpace staff.
- d. ShopSpace is not responsible for loss of or damage to projects or materials stored in the facility.

## **Additional Information:**

### **1. ShopSpace staff will address any safety issues brought to their attention.**

If we note a major safety violation, you will be warned. Multiple violations may have you ejected for the day, and repeat issues will have you banned from the shop. A major safety violation generally involves actions or behavior that could lead to death or serious physical injury.

### **2. ShopSpace staff are the final say on tools and their usage.**

No matter how much experience you may have, our job is to maintain a safe working environment for participants and make sure tools are used the way we prefer. If you have a disagreement on how something is done ShopSpace administrators are happy to discuss that with you.

### **3. Work with others in the community.**

We are always looking to expand our tools and capacity, but there will be times that equipment you need is being used by someone else. Try to rotate through and allow others to get work in. Much like a gym or any other community space,

there may be times of day and seasons in the year that are busier than others. Work with those around you and they'll work with you.

**4. Studio time is always staffed.**

We will keep our hours posted, and any changes to hours will be communicated ahead of time. We occasionally limit access to some parts of the shop for classes or events, so keep an eye on the schedule. Use our staff to your advantage. At ShopSpace our goal is that staff will always be available to advise on a project, help, or maintain equipment. If you have questions about anything, please use us as a resource!

**5. Things change!**

Nothing is set in stone, and we are always looking to improve the shop and how it works. As time goes on we may decide to change aspects of how parts of the shop operate in order to improve everyone's experience. We'll make sure everyone is notified when we make large changes to aspects of memberships, shop time, tool access, and the like.

**6. Some tools may come with a limit or a charge.**

ShopSpace is not here to support or facilitate production work. We may ask you to move off a tool so that others have access. Certain tools may come with a built in limit or charge due to their complexity, danger, cost of operation, etc. We'll let you know when this applies to equipment you're being trained on or would like to use.

I, \_\_\_\_\_ have read and understand the Members Handbook. I am aware that my membership is contingent upon my ability to adhere to the guidelines of this handbook and ShopSpace's safety program, and failure to do so may result in a meeting with ShopSpace management and could result in the immediate termination of my membership and use of ShopSpace.

Signed:

Date: