



Personal Studios Handbook

Welcome to ShopSpace Studios, aka StudioSpace! You are joining a community of makers, craftspeople and industrial artists working in studio spaces of various sizes. Studio rental at ShopSpace means more than having a place to work on your craft, it means being part of an inclusive and vibrant community of creative people of all backgrounds, skill levels and areas of expertise exchanging ideas and knowledge to make cool stuff!

At ShopSpace, we believe being good stewards is an important part of building a strong community. This handbook contains rules and guidelines of what we expect of one another. Please read thoughtfully and carefully. There is some specific information for the day to day operations and expectations covered in this handbook, but the overarching principle is this:

Be Safe, Be Respectful

Please reach out to a ShopSpace team member anytime you have questions or issues arise. We are here to help! Again, welcome, and thank you for joining StudioSpace and for helping make ShopSpace a great place to create!

Sincerely,

Lucas House
Director of Operations
(984) 664-3320
lucas@shopspace.org

Initial _____

Hours and Access:

- StudioSpace hours are from 6am-Midnight, seven days a week.
- The main entry door is to remain locked. Each tenant will have their own key fob for access. There is a \$30 lost fob replacement fee.
- Front roll up doors maybe opened during normal hours, but must be closed and secured by whoever opened them. Be respectful of others when considering leaving doors open.
- Access to the ShopSpace tools follow ShopSpace open hours. These hours will be posted next to the rolling door between both suites, and posted online.

Safety Rules

- You are always responsible for your own safety and the safety of the people around you.
- Notify ShopSpace staff if you see any situation that seems unsafe or makes you uncomfortable.
- No smoking, alcohol, or drug use in the shop. Do not come in under the influence.
- No firearms permitted within ShopSpace or StudioSpace
- Walkways must remain clear at all times. Storage of personal belongings over marked space boundaries is not permitted. Anything left unattended outside of your personal studio space is subject to being discarded.
- You are expected to keep a clean studio space. You may be asked to clean if excess dust or clutter accumulates to a point of a safety hazard.
- Extension cords are for temporary use only and are not permitted to be left plugged in or permanently installed.
- Open flames or sparks are NOT permitted in studios unless accommodations are made and approved by ShopSpace ahead of time.
- ShopSpace has dedicated cabinets for short term storage of flammable liquids. All flammable chemicals must be labeled by the owner and must be stored in the provided flammables cabinet. Unlabeled items are subject to disposal. Due to space constraints, ShopSpace may need to limit the amount you can store. Tenants should consider their own flammable cabinet for long term storage. Respect others, and do not use something that does not belong to you.
- A safety data sheet (SDS) is required for all chemicals stored in the communal flammables cabinet. See a ShopSpace team member or fellow community member if you need assistance with this.
- All used rags need to be discarded in an approved disposal bin, not a trash can.
- Use of any volatiles or hazardous chemicals which would require use of a respirator are not permitted in the studio area. See a ShopSpace team member to discuss options.
- Cutting, sanding, burning or otherwise using or disturbing materials that may present environmental hazards or common allergic reactions is not permitted. Any need to do so must be discussed with a ShopSpace team member. Common examples of such hazards are but are not limited to: lead, galvanized steel, toxic chemicals, certain wood species etc.
- Proper dust collection for the materials and methods employed, must be used at all times.

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Use Of The Space:

- Personal studios are intended to act as your home base. For power tools and large equipment, the intent is for Studio tenants to do most of their work with ShopSpace equipment, and use their personal area for hand work, assembly, and storage.
- The use of certain tools may not be permitted in personal spaces. Noisy or dusty tooling needs to be used in permitted areas of the shop. When in doubt about the use of certain tools or certain processes, ask a ShopSpace team member for guidance. We'd rather discuss and work things out first than print a long list of things that people are and are not allowed to do..
- Respect one another's right to work. As a space to make and create, we all acknowledge it's not going to be sterile and tranquil. However, if your work unnecessarily intrudes into another's space and becomes a continual nuisance, ShopSpace reserves the right to reconsider your tenancy. Whether it's noise, dust, odor, or otherwise, be thoughtful of the people around you.
- Keep music levels to a respectful minimum. Use headphones when safe to do so.
- The use of other's personal tools is not permitted without their express permission.
- Respect people's space. Do not enter someone else's space without their express permission.
- Use of ShopSpace tools is not permitted in personal studios without a ShopSpace team member's permission. All tools must be returned to where they belong daily.
- Additional project specific storage can be discussed with a ShopSpace team member, and maybe subject to additional rental fees.

Power

- Individual studios are supplied with one 20 amp circuit.
- When not in use, all heat-generating items (soldering irons, hot plates, heat guns, small ovens) are to be unplugged. These items should never be left on unattended.
- Batteries should not be charged unattended when not in a commercial package (drill pack, cell phone, or laptop with OEM charger). Rapid chargers should only be used when an operator is present.
- Power strips should not be connected into a second power strip to create a "daisy chain" of power strips. All power strips should have an overcurrent device and should be labeled as UL approved.
- Extension cords should not be plugged into power strips. Extension cords should have a grounding pin in the plug and meet a minimum rating for the circuit for up to 25 feet.
- Power strips should be shut off when you are not in your space

General

- You may give tours of the common studio area and your personal studio. Talk to staff before any tours of ShopSpace.
- Guests are permitted to visit, but not to work in your studio space, unless approved by a ShopSpace team member. You are responsible for the safety, well being and behavior of your guest.
- Large deliveries requiring assistance or the forklift need to be scheduled with ShopSpace staff ahead of time.
- Shared restrooms and utility sink areas will be maintained by ShopSpace volunteers and staff. That said, please be considerate and do your part to keep shared spaces clean.
- Please notify ShopSpace staff if common area supplies are running low.
- If you're interested in helping out in the community, check our task list on the bulletin board or talk to ShopSpace staff about volunteering. ShopSpace wouldn't exist without our community.
- There is wireless internet in ShopSpace and Studio Space. WiFi access is not guaranteed and is a low bandwidth system and for light use only. No streaming please.

Trash and Recycling

- Trash and dust should be removed from your studio space at regular intervals (weekly).
- Food rubbish should only be emptied into the wet area trash can. (daily) To prevent unwanted smells and pests, food storage in personal studios is not permitted.
- Recyclables should be rinsed prior to being put into the recycling bins.

ShopSpace Cardinal Rules

1. **Be Safe: Safety at All Times**

- a. You are always responsible for your own safety and the safety of the people around you.
- b. Wear proper protective equipment and clothing appropriate for the task at hand.
- c. Do not use any ShopSpace tool you have not been explicitly trained on by ShopSpace staff.
- d. Ask Questions! If you're unsure about something, ask for help or guidance. We all need it!
- e. No smoking, alcohol, or drug use in the shop. Do not come in under the influence.
- f. No firearms on ShopSpace property.

2. **Be Respectful: 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.

3. **Be Respectful: Take Care of the Space and Tools**

- a. Keep your studio space clean and free of hazards.
- b. Follow trained procedures for all tools. If you are unsure or have forgotten how to use a tool or technique, ask questions!
- c. Leave things better than you found them. Clean up your tools and scrap. Don't put damaged tools back: if something needs maintenance, find a staff member.

I, _____ have read and understand the Studio Handbook. I agree to honor the principles of **“BE SAFE, BE RESPECTFUL”**. I am aware that my tenancy is contingent upon my ability to adhere to the guidelines of this handbook, and failure to do so may result in a meeting with ShopSpace management and could result in the immediate termination of my lease and use of ShopSpace and StudioSpace.

Signed:

Date:

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