

MAKERSMITHS
INNOVATION FORGE



Makersmiths Standing Rules

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www.makersmiths.org

106 Royal St. SW, Leesburg, VA 20175



Table of Contents

1. Code of Conduct.....	3
2. Safety Rules	4
3. Membership	5
3.1 Becoming A Member.....	5
3.2 Space Access	6
3.3 Membership Dues	6
4. Room/Tool Rules	7
5. Committees	7
6. Finances	8
7. Bringing New Tools, Supplies and Equipment into the Space	8
7.1 Consumables	8
7.2 Co-Located Tools.....	8
8. Courses, Classes, Workshops, and Events	9
8.1 Honorariums.....	9
9. Storage.....	10
10. Intellectual Property Rights	10
11. Fees	11



1. Code of Conduct

- Be excellent to each other.
- Do not do anything that would require us to write a new rule.
- When in doubt-ask.
- No one shall use hazardous equipment while alone in a Makersmiths facility or without sufficient training. If you do not know how to use a tool you must ask for the assistance of someone who does. If you do not know if something is hazardous, you must ask someone who does.
- Please keep the space in a pleasant, clean and tidy state. Wash up any kitchenware and sweep up any sawdust etc. Pack away your projects when you are not working on them and put tools back where they belong. Items left on desk surfaces may be moved or disposed of. Hot food/drink etc is allowed, however please be considerate of others when consuming strong smelling foods.
- Do not use the space for illegal or immoral purposes.
- Avoid doing harm to the Makersmiths reputation as a community organization. Do not bring drugs which are illegal under local, state or federal law, drug paraphernalia or evidence of drug use to the space.
- Restore the area in which you have worked to its default state, putting all materials, projects and tools away and leave it as good as or better than the state in which you found it, turn off all lights and tools, and lock the space as you leave.
- Keep entry and walkways clear of materials and debris.
- Respect private and shared property. Do not borrow something unless it is understood it is something you can use. If you do use a consumable, replace it (Pay it forward!). If you break it, it is your responsibility to get it fixed. (Ask for help if needed).
- Minors may not be in the space without a specifically designated adult who has accepted responsibility for them and is actively supervising them. If only one responsible adult is present, that adult must be the parent or guardian of the minor. If two or more responsible adults are present, one must be a specifically designated adult who has accepted responsibility for the minor, and the other adult must be present in the room at all times.
- Minors can only use equipment that they and a responsible adult present have been certified on. They must follow any and all supervision rules required for that equipment.
- Members must not operate hazardous equipment while their judgement or reaction times are impaired.
- Keep your key and/or access codes secure. Members agree to not duplicate, share or loan their keys or codes.



- All Members must take appropriate training before using tools, and all Members are required to attend a New Member Orientation class, which will be provided at least once each month. New Member Orientation allows Members to use all tools that are not designated as Red tools. Red tools require additional training or safety briefings delivered by an authorized tool steward, and cannot be used until that additional training is successfully completed.
- All Members, Guests, class, course, event or workshop attendees must sign a waiver. No exceptions.
- Non-members are welcome in the space under any one of the following conditions:
 - They are a Guest of a member who is present in the space, and member is responsible for any damage done by Guest:
 - They are attending a workshop or class;
 - Makersmiths is holding an open house or drop-in session.
- Dispose of all trash in the proper place, i.e. recycling in the recycling, trash in the trash can. Do not leave food out, or leave trash in trash receptacles that will attract insects or other unwanted critters.
- Keep the community refrigerator clean. All personal items placed in the refrigerator will be labeled with the Member's name and current date. All food that is left overnight or is unlabeled may be considered disposable, including its container.
- Report any faulty or defective equipment to Makersmiths immediately.
- Report any injuries, no matter how minor, to Makersmiths immediately at info@makersmiths.org.
- Observe noise ordinances, lease imposed and posted quiet times.

2. Safety Rules

- If you see any unsafe act or operation, YOU are empowered to stop it and/or mark the workspace as unsafe. Report it to the Site Manager and by e-mail to info@makersmiths.org immediately.
- TRAINING. All Members need to be trained in basic shop safety, tool use, and project planning. All Members need to be trained on specific tools prior to working with them, or demonstrate their understanding to staff. Only Members who have been trained in proper maintenance procedures are allowed to maintain machinery (change oil, blades, belts, cutting heads, etc.).
- DRESS. Dress properly for your work. Secure clothing, long hair, jewelry, or any other item on your person that could cause you to become caught in a machine or tool or inhibit your ability to operate a machine or tool safely.



- **FIRE PROTECTION.** Many finishing materials, thinners, etc. are highly flammable. Others are toxic. Because of this, it is important that these materials be used only in approved areas. Close cans of finishing materials and thinners immediately after use. Use flammable liquids in very small quantities. Be sure the container is labeled. Dispose of oily rags and other combustible materials properly and immediately, or store them in an approved container. **ALL HAZARDOUS MATERIALS AND LIQUIDS ARE TO BE STORED IN A HAZMAT CABINET.**
- **FIRST AID.** First aid kits are provided in the facilities. Be aware of their locations before starting your work.
- **EYE PROTECTION.** Wear safety glasses or a face shield when doing any operation, observing another member, or any other task that may endanger your eyes. Be sure you have enough good light to see what you are doing without straining your eyes.
- **RESPIRATORY PROTECTION.** Appropriate respiratory protection is required for any procedure which results in the creation of fine dust (sanding, cutting of masonry or painted wood, potential exposure to silicates or heavy metal dust) or release of Volatile Organic Compounds ("VOCs") (spray finishing, powder coating, use of solvents, etc.).
- **EAR PROTECTION.** Hearing protection is required in any procedure which generates loud noises and must be appropriate to the task. Either/both headphone style hearing protection and earplugs may be used.
- **TOOL MAINTENANCE.** If a tool breaks or malfunctions, immediately send an email to info@makersmiths.org or use the on-site QR code to register a maintenance report and mark/label the tool or machine as Out of Order. Only authorized Members are allowed to perform tool maintenance or adjustment. Tools must be unplugged/locked out prior to the start of any maintenance.

3. Membership

3.1 Becoming A Member

- To become a Regular Member, you must:
 - Complete and submit the online Membership Application (for Individual and Household Memberships). Corporate Memberships must be coordinated with the Membership Chair or President.
 - Read, understand, and agree to follow the Standing Rules, Bylaws, and placards.
 - Pay the required membership dues.
- To become a Complimentary Member you must:
 - Request Complimentary Membership through the Membership Committee.
 - Submit a written application to the Board of Directors which shall include statements of (i) Need of the applicant and (ii) how Makersmiths will benefit from granting the applicant a Complimentary Membership.
 - Be approved by the Board.



- Read, understand, and agree to follow the Standing Rules, Bylaws, and placards.
 - Pay any required membership dues.
- To become a Corporate Member you must:
 - Contact the Membership Committee chairperson
 - Designate a Primary Member.
 - Read, understand, and agree to follow the Standing Rules, Bylaws, and placards.
 - Identify and provide contact details for the initial Corporate Members
 - Pay any required membership dues.
- To become an Honorary Member you must.
 - Be nominated and then approved by the Board.

3.2 Space Access

- All Members, in order to be granted access to the spaces without another Member present, must attend a New Member Orientation class.

3.3 Membership Dues

- Dues for each month must be paid on the Membership renewal date. New Members must sign up for a monthly recurring membership. Members who fail to pay their dues by the deadline are granted a 14-day grace period before their membership is suspended. Membership fees are non-refundable.
- Currently available plans are:

Member Plan	Monthly	6 Months	12 Months
Household	\$100	\$600	\$1200
Individual	\$50	\$300	\$600
Complimentary	As Applicable	As Applicable	As Applicable
Honorary	n/a	n/a	n/a



Corporate	n/a	n/a	\$5000 or as designated by the Board
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- All changes to Membership fees must be approved by the Board and communicated to Members at least 3 months in advance of the fee change taking effect.

4. Room/Tool Rules

- Each room/tool should have the steward's name listed prominently.
- Each steward is authorized to have rules specifically for the room/tool.
- Woodshop, metal shop, etc. for example, will likely have their own rules, and additional required training.
- Each room/tool steward should post rules in the room or on/near the tool.

5. Committees

- Committees are voluntary groups, formed by Members in order to achieve certain goals.
- Committees must be approved by the Board of Directors.
- At least three members are required to form a Committee. Exceptions to the requirement that a committee have at least three members are:
 - All facility committees
 - Membership Committee
 - Scheduling Committee
- Committee chairpersons are appointed by the Board of Directors.
- The Committee chairperson will be responsible for operations of the committee, is required to provide a brief written report on the status and activities of the Committee to the Board at least seven days in advance of Regular and Annual Meetings of the Board of Directors, and manage the finances of the committee. This will include reviewing financial transactions attributed to their committee and working with the Treasurer to correct any errors.
- Only the Committee chairperson can approve expenditures of the Committee that have been allocated by the Board.
- There is no limit to the number of Committees on which a Member can serve.
- If the number of Committee members drops below three, the Committee will have a grace period of 30 days in order to recruit enough members to remain active. If a committee is unable to find at least three members, the chair of that committee or the Secretary will notify the Board of committee dissolution.



- Each Committee will maintain a page on the wiki with at least the following information:
 - The name of the committee chair
 - A list of all active members
 - A brief statement listing the goals or tasks assigned to the committee.
- By default, binding committee decisions can be made by the chairperson or by majority vote of the committee members. This governance model can be changed by majority vote of the committee members.
- Committee will maintain a Slack channel.
- Committee meetings must be posted on the calendar and announced on Slack.
- Committee meeting minutes must be posted to the Committee's Wiki page.
- The Board Secretary will keep an up to date list of the active committees and the relevant chairperson on the Makersmiths Wiki.

6. Finances

- No reimbursements, regardless of amount, are made to Members without documented budgetary approval by the majority of the Board.
- Approval must be obtained prior to the date of purchase and receipts must be provided by the Member seeking reimbursement.
- Any purchases for equipment, goods or services made without approval by the Board of Directors will be considered a donation for which a tax donation receipt will be issued if requested or directed by law.

7. Bringing New Tools, Supplies and Equipment into the Space

7.1 Consumables

- Makersmiths does NOT generally supply consumables such as material for your project, nails, glue, 3D printer medium, etc.
- There may be some left behind and appropriately marked by other Members, but please respect the Standing Rules and any site and/or tool rules associated with these materials.
- Pay it forward.

7.2 Co-Located Tools

- All co-located tools must be approved by the room or site steward.
- Personal tools co-located at Makersmiths are co-located at the risk of the Member.
- Maintenance of co-located tools is the responsibility of the Member who owns the tool.



- In the event of tool breakage, paying for the cost of repair or replacement by Makersmiths is at the discretion of the Board.
- Co-located tools must be clearly labeled with the name of the owner.

8. Courses, Classes, Workshops, and Events

- Anyone can teach/host a Course, Class, Workshop, or Event at Makersmiths as long as they have the passion and knowledge to share with the community.
- Courses, Classes, Workshops, and Events must be approved by the Scheduling Committee.
- Presenters/instructors/organizers identified as activity holders must submit a request form to the Scheduling Committee.
- Presenters/instructors/organizers should make efforts to limit the impact of their class/event/workshop on the space so that other Members can use the facility at the same time wherever possible.
- Scheduled classes, workshops, and events have priority on the space. Please schedule around them if you need a shop area that is scheduled. Also, during classes, workshops, and events, you may be asked to curtail operation of loud equipment and operations. (Example: running the planer or EBF during a Woodshop Red Tool in Purcellville.)

8.1 Honorariums

- Instructors are encouraged to “pay it forward” and not take compensation for teaching. However, Instructors that would like to be compensated for teaching classes should follow these guidelines:
 - They are a Regular member in good standing and current on dues.
 - They indicate their intention to request an honorarium on the class request form and such request is approved by the Scheduling Committee which will coordinate with the Treasurer..
 - The instructor is required to provide a current W-9 form if the instructor is to be paid by Makersmiths for anything other than reimbursement of materials from class fees.
 - A minimum of 50% of class fees, net of class supplies, facility usage, and other charges will be retained by Makersmiths.
 - An IRS 1099 will be issued at the end of the year for those that meet the requirements. Instructors are not employees of Makersmiths and no taxes will be withheld.
 - The Board can modify this policy on a case by case basis.



9. Storage

- Individual and Household Memberships are allowed one 17-gallon storage bin which will be placed in the member storage area in Leesburg, subject availability on a first come, first served basis.
- Non-Members are not allowed to store anything on site and must remove all projects and materials when leaving the space.
- Members cannot leave work-in-progress projects in common areas for more than 24 hours. All work-in-progress projects will be clearly labeled with the Member's name, date and phone number. After 24 hours, the project may be moved at the discretion of the site steward or room steward, and may be removed from the facility after seven days.
- There will be member storage lockers/cabinets available at Leesburg and Purcellville. These lockers/cabinets can be rented for the fee designated in Section 10. Non-Members and Honorary Members cannot rent a locker/cabinet.
- Member's personal property stored, co-located or otherwise present on Makersmiths property is the responsibility of the Member. Makersmiths shall not be liable for the theft, loss, damage or removal of personal property.

10. Intellectual Property Rights

- Makersmiths and its officers and agents acknowledge that valuable Intellectual Property Rights may be created by persons using its facilities, and disclaims any and all rights to that Intellectual Property.
- Makersmiths recommends that Intellectual Property Rights be clarified and memorialized in writing by persons working together at its facilities so as to clearly distinguish between the project creator (the owner) and persons who merely assist in routine work (the helpers) to advance the project.



11. Fees

- Machine or other usage fees are as follows:

Machine Use (Per Hour)

Laser - Member	\$10.00
Laser - Non-Member	\$55.00
UV Printer (LEF-200 or BN2-20) - Member	\$6.00
UV Printer (LEF-200 or BN2-20) - Non-Member	\$45.00
Sublimation Printer	\$5.00

Media Use

<u>Item</u>	<u>Measurement</u>	<u>Price</u>
UV Printer (LEF-200 or BN2-20) Ink	Per CC	\$2.00
Roland Clear Calendered Vinyl, Permanent Adhesive	Per Linear Foot	\$2.00
Roland ESM RolyPoly Banner Film	Per Linear Foot	\$4.00
Roland, ESM Holographic Prism Film	Per Linear Foot	\$3.00
Roland Clear Digital Print Permanent Adhesive Vinyl	Per Linear Foot	\$2.00
Sublimation Paper - Individual Sheets	Per Page	\$1.00
Sublimation Paper - Roll	Per Linear Foot	\$1.00
Sublimation Ink – If using member’s own paper only	Per Page/Linear Foot	\$0.50
Purcellville Plotter Materials 24" standard paper is free	Per Linear Foot	\$2.00
Laser printed transfer for heat press	Per Page	\$1.00
Rod and bar steel in the blacksmith shop	Per Linear Foot	\$2.00

- No creation of, changes to, or removal of machine usage, storage, or any other non-class fees will be undertaken without the approval of the Board.
- Members are provided with one free hour of laser usage per month and such use must be recorded in the laser usage book.