MAKERSMITHS
INNOVATION FORGE

Makersmiths Standing Rules

As Approved October 28, 2026

www.makersmiths.org
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1. Code of Conduct

1.1. Be excellent to each other.

1.2. Do not do anything that would require us to write a new rule.

1.3. When in doubt-ask.

1.4. 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.

1.5. 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.

1.6. Do not use the space for illegal or immoral purposes.

1.7. 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.

1.8. 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.

1.9. Keep entry and walkways clear of materials and debris.

1.10. 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).

1.11. 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.

1.12. 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.

1.13. Members must not operate hazardous equipment while their judgement or reaction times are impaired.

1.14. Keep your key and/or access codes secure. Members agree to not duplicate, share or loan their keys or codes.

1.15. 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.

1.16. All Members, Guests, class, course, event or workshop attendees must sign a waiver. No exceptions.

1.17. Non-members are welcome in the space under any one of the following conditions:

1.17.1. They are a Guest of a member who is present in the space, and member is responsible for any damage done by Guest:

1.17.2. They are attending a workshop or class;

1.17.3. Makersmiths is holding an open house or drop-in session.

1.18. 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.

1.19. 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.

1.20. Report any faulty or defective equipment to Makersmiths immediately.

1.21. Report any injuries, no matter how minor, to Makersmiths immediately at info@makersmiths.org.

1.22. Observe noise ordinances, lease imposed and posted quiet times.

1.23. A Member may not bring paying guests into the space.

1.24. A Member will not list a Makersmiths facility as a personal or business address.

2. Safety Rules

2.1. 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.

2.2. 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.).

2.3. 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.

2.4. 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.

2.5. FIRST AID. First aid kits are provided in the facilities. Be aware of their locations before starting your work.

2.6. 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.

2.7. 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.).

2.8. 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.

2.9. 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.

2.10. MONITORING. Some machines/devices require constant monitoring when in use. Examples of such machines/devices are CNC machines, Foundries (metal melting), Forges, Heat Treat Ovens, Welders, torches, Laser cutters, and other such equipment where a malfunction could cause serious damage or a fire hazard (either by mechanical action, open flame, or thermal run-away). You must actively monitor such machines and be ready to immediately stop them, shut them down, turn them off, remove power and/or fuel, contact emergency authorities as needed, start hazard mitigation procedures, advise others in the area of the hazard, and let the site/room/tool steward know the problem. Active monitoring requires your full time personal presence and direct observation.

3. Membership

3.1. Becoming A Member

3.2. To become a Regular Member, you must:

3.2.1. Complete and submit the online Membership Application (for Individual and Household Memberships). Corporate Memberships must be coordinated with the Membership Chair or President.

3.2.2. Read, understand, and agree to follow the Standing Rules, Bylaws, and placards.

3.2.3. Pay the required membership dues.

3.3. To become a Complimentary Member you must:

3.3.1. Request Complimentary Membership through the Membership Committee.

3.3.2. Submit a written applicant to the Board of Directors which shall include a Statement of Need of the applicant.

3.3.3. Be approved by the Board.

3.3.4. Read, understand, and agree to follow the Standing Rules, Bylaws, and placards.

3.3.5. Pay any required membership dues.

3.4. To become a Corporate Member you must:

3.4.1. Contact the Membership Committee chairperson

3.4.2. Designate a Primary Member.

3.4.3. Read, understand, and agree to follow the Standing Rules, Bylaws, and placards.

3.4.4. Identify and provide contact details for the initial Corporate Members

3.4.5. Pay any required membership dues.

3.5. To become an Honorary Member you must.

3.5.1. Be nominated and then approved by the Board.

4. Space Access

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

5. Membership Dues

5.1. 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 dues are non-refundable.

5.2. Currently available plans are:

Member Plan	Monthly	6 Months	12 Months
Household	$130	N/A	N/A
Individual	$65	N/A	N/A
Complimentary	As Applicable	As Applicable	As Applicable
Honorary	As Applicable	As Applicable	As Applicable
Corporate	N/A	N/A	$5000 or as designated by the Board

5.3. 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.

6. Room/Tool Rules

6.1. Tool Steward - Is an individual(s) with increased expertise of a specific tool. These are usually complex tools, or tools where incorrect operation can present a hazard. Examples are the EBF CNC Router Steward, Laser Steward, and Plasma CNC Table Steward.

6.2. Room Steward - Is an individual(s) who oversees all of the tools and operations in a particular shop or Room. Examples are the Woodworking Shop Steward, Metal Shop Steward, and Ceramics Shop Steward.

6.3. Site Steward - Is an individual(s) who oversees an entire Site (Leesburg or Purcellville). Examples are the Leesburg Site Steward and the Purcellville Site Steward.

6.4. Each room/tool should have the steward's name listed prominently.

6.5. Each steward is authorized to have rules specifically for the room/tool.

6.6. Tool Stewards are empowered to rescind red tool authorization without a Board action.

6.7. Woodshop, metal shop, etc. for example, will likely have their own rules, and additional required training.

6.8. Each room/tool steward should post rules in the room or on/near the tool.

6.9. The Board will have oversight of all additional Site/Room/Tool rules and may adjust such rules as the Board sees fit.

6.10. Tool Reservation Policy

6.10.1. Reservations should be made in no longer than 2 hour increments and should not be made back to back. Maximum individual member utilization is 10 hours per week. Reservations should take into account the projected run time and made in a way as to not monopolize the machine. These are shared devices and all members should be given a fair chance to use the machine.

6.10.2. We realize that some jobs may take significantly longer than 4 hours. This is acceptable as long as you make sure that there is adequate time available giving other members access to the machine. Steward approval should be sought for long projects.

6.10.3. We ask that you reserve the time you expect to be on the machine, most applications will give you a good estimate of the time needed.

6.10.4. Be aware that someone with reserved time has priority on the machine. If you are running into their reserved time, they can ask you to stop your job so that they can get on the machine.

6.10.5. Classes, Work Days, Open Houses, and Private events get first dibs on dates and we will try to block off time for these, please do not try and overlap their hours.

7. Committees

7.1. Committees are voluntary groups, formed by Members in order to achieve certain goals.

7.2. Standing Committees are permanent. Member Committees are transient.

7.3. Committees must be approved by the Board of Directors.

7.4. At least three members are required to form a Committee.

7.5. Standing Committees are:

- 7.5.1. All facility committees, which are chaired by the respective Site Stewards
- 7.5.2. Membership Committee
- 7.5.3. Scheduling Committee
- 7.5.4. Finance Committee, which is chaired by the Treasurer

7.6. Member Committees are formed by interested Members.

7.7. Member Committee chairpersons are nominated by the committee and appointed by the Board of Directors.

7.8. 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.

7.9. Only the Committee chairperson can approve expenditures of the Committee that have been allocated by the Board.

7.10. Committee Membership

- 7.10.1. Unless otherwise noted, committee meetings are open to all Members.
- 7.10.2. The members of the Finance Committee are by invitation from the Treasurer.
- 7.10.3. By default, Tool and Room Stewards are automatically voting members of the respective facility committees. Regular attendance is not required to maintain voting rights.

7.11. There is no limit to the number of Committees on which a Member can serve.

7.12. 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.

7.13. Each Committee will maintain a page on the wiki with at least the following information:

- 7.13.1. The name of the committee chair
- 7.13.2. A list of all active members
- 7.13.3. A brief statement listing the goals or tasks assigned to the committee.

7.14. Binding committee decisions are made by majority vote of the committee members. The exception is the Finance Committee where binding committee decisions are made by the chairperson, the Treasurer.

7.15. Committee will maintain a Slack channel.

7.16. Committee meetings must be posted on the calendar and announced on Slack.
7.17. Committee meeting minutes must be posted to the Committee's Wiki page.
7.18. The Board Secretary will keep an up to date list of the active committees and the relevant chairperson on the Makersmiths Wiki.
7.19. Committee decisions are subject to, but do not require, approval of the Board.

8. Finances

8.1. No reimbursements, regardless of amount, are made to Members without documented budgetary approval by the Board.
8.2. Approval must be obtained prior to the date of purchase and receipts must be provided by the Member seeking reimbursement.
8.3. 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.
8.4. For each grant. the Grant Committee will appoint a Grant Administrator with the following duties:

- Assemble Grant Materials
- Wordsmith the Application
- Draw in others as needed
- Determine Budgets and work with the Treasurer
- Coordinate with the Grant Committee at each meeting
- Progress, Needs, and for Submission Timeline
- Put together asset disposition directives
- Advise on Grant Acceptance / Rejection
- Postmortem on Rejection with reasons why rejected – improve the Grant Template
- Execute on Grant Acceptance
- Insure periodic disbursements (if any) and periodic performance reporting.
- Capture Grant information (Text, Pictures) to be used in the Marketing effort.
- Continuing follow-up with Granting Organization after completion
- Control disposition of funds and assets during and after Grant completion.

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

9.1. Consumables

9.1.1. Makersmiths does NOT generally supply consumables such as material for your project, nails, glue, 3D printer medium, etc.

9.1.2. 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.

9.1.3. Pay it forward.

9.2. Co-Located Tools

9.2.1. All co-located tools must be approved by the room or site steward.

9.2.2. Personal tools co-located at Makersmiths are co-located at the risk of the Member.

9.2.3. Maintenance of co-located tools is the responsibility of the Member who owns the tool.

9.2.4. In the event of co-located tool breakage, paying for the cost of repair or replacement by Makersmiths is at the discretion of the Board.

9.2.5. Co-located tools must be clearly labeled with the name of the owner.

10. Courses, Classes, Workshops, and Events

10.1. Anyone can teach/host/facilitate a Course, Class, Workshop, or Event at Makersmiths as long as they have the passion and knowledge to share with the community.

10.2. All Courses, Classes, Workshops, and Events will be coordinated through, approved by, and scheduled by, the Scheduling Committee. This includes setting of fees, collection of funds, and determination of payments to instructors. A Member may not hold a personal Course, Class, Workshop, or Event in the space, without Scheduling Committee approval. A Member may not receive direct payment to themselves for a course, class, workshop or event.

10.3. Presenters/instructors/organizers identified as activity holders must submit a request form to the Scheduling Committee.

10.4. 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.

10.5. 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.)

11. Instructor Payments

11.1. 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:

11.2. They are a Regular member in good standing and current on dues.

11.3. They indicate their intention to request payment on the class request form and such request and amount is approved by the Scheduling Committee which will coordinate with the Treasurer..

11.4. 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.

11.5. A minimum of 50% of class fees, net of class supplies, facility usage, and other charges will be retained by Makersmiths.

11.6. An IRS 1099 will be issued at the end of the year for those that meet the requirements. Instructors are Independent Contractors and are not employees of Makersmiths and no taxes will be withheld.

11.7. The Board can modify this policy on a case by case basis.

12. Storage

12.1. Makersmiths will provide 17 gallon HDX plastic bins for use by members to store materials at the Leesburg facility on the Member Storage shelves.

12.1.1. One storage bin may be allocated to Individual or Household memberships, subject to availability on a first come, first served basis.

12.1.2. Preference for Member use of a bin is given in this priority:

1. Stewards
2. Instructors
3. Other Members on a first-come, first-serve basis

12.1.3. Members must:

- Label their bin with their name and the date they last accessed it.
- Store their items within the bin with the lid closed. Nothing may be stored on top of or besides the bin.

12.1.4. If a bin is not accessed for two months, it is considered abandoned.

12.1.5. If a bin is abandoned, the Member using it will be contacted, the bin contents emptied and packed for Member pickup, and the bin will be reallocated to the next person on the waiting list.

12.2. Non-Members are not allowed to store anything on site and must remove all projects and materials when leaving the space.

12.3. 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.

12.4. 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.

13. Intellectual Property Rights

13.1. 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.

13.2. 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 a project.

14. Cost-SharingSchedule

14.1. Machine, Material, and Media Cost-Sharing Schedule is as follows:

Material/Media Cost-Sharing	**Measurement**	**Price**
Purcellville Plotter Materials (specialty paper provided by Makersmiths more than 24" wide)	Per linear foot	$2.00
Purcellville Canon Photo Printer	Per printed sheet	$4.00
UV printer (whole ml units, 1 ml minimum)	Ink per ml	$3.00
Sublimation Printer BYO Paper	Per sheet or roll-ft	$1.00
Sublimation Printer using MS paper	Per sheet or roll-ft	$1.50
BN2-20: Print+MS Media+MS Laminate	Per foot	$5.00

BN2-20: Print+BYO Media Fee+MS Laminate	Per foot	$3.00
BN2-20: Print+BYO Media+ BYO Laminate	Per foot	$2.00
BN2-20: MS Laminate Fee	Per foot	$1.00
BN2-20: Print+MS Media	Per foot	$4.00
Oliver Sander (MS-P) Sandpaper usage	Per half hour	$10.00

14.2. 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.

14.3. Cost-Sharing Policy

14.3.1. The purpose of this policy is to recover the cost of consumable materials used in shared equipment owned by Makersmithsvia Cost-Sharing.Members share the cost of consumable materials used in organization equipment.These charges represent Cost-Sharing for supplies only and are not sales of materials or printed items. The organization pays sales tax when consumable supplies are purchased.

14.3.2. Members may use organization equipment as part of their membership privileges. When equipment requires consumable materials (such as ink, paper, sandpaper, filament, resin,laminate), members are asked to reimburse the organization only for the actual cost of materials used.

14.3.3. The organization:

14.3.3.1. Does not sell ink or supplies, does not charge markup on consumables, charges only cost recovery for materials consumed, and does not charge for equipment use itself

14.3.3.2. Cost-Sharing rates are calculated based on replenishment cost of consumables, manufacturer-specified usage estimates or measured usage, or periodic recalculation when supply costs change

14.3.3.3. Any Cost-Sharing collections are used to replenish consumable supplies.

14.3.4. We maintain Accounting Records to track the purchases of all Cost-Sharing items and periodically recalculate our Cost-Sharing charges. Consumable material Cost-Sharing charges are not retail sales and are intended to offset the organization's direct costs.Membership provides access to equipment. Cost-Sharing charges only reimburse the organization for consumable consumption at replenishment costs.

14.4. Cost-Sharing Machine Placard Required

14.4.1. Any machine for which Cost-Sharing is active must carry the following placard.

This is a Cost-Sharing machine.
This Cost-Sharing is only to cover the replenishment of materials consumed.These Cost-Sharing charges are periodically reviewed and adjusted.

15. Slack Use, Data Privacy and Retention

15.1. Makersmiths expects that Members understand the expectations for appropriate use and conduct on our electronic, data storage, and messaging platforms. It is important for ensuring productivity, security, and a positive organization culture, as these are workplace tools and are subject to audit. The Board of Directors will endeavour to apply policies fairly and consistently while assuming positive intent in minor cases. Over-moderation that harms the community's atmosphere should be avoided.

15.2. Unacceptable use of any communication channel or electronic data storage includes:

15.2.1. Harassment, discrimination, bullying, insulting, using hateful language based on race, gender, religion, sexual orientation, or other personal characteristics.

15.2.2. Reposting individual direct message content in group channels without the consent of all parties to the conversation.

15.2.3. Sharing inappropriate content, including posting misleading, offensive, pornographic, or violent content.

15.2.4. Discussing sensitive information, sharing confidential HR, legal, or proprietary information.

15.2.5. Attacks on individuals

15.2.6. Spamming: Sending irrelevant or excessive messages or using automated bots to register accounts in bulk without permission is not allowed.

15.3. Moderation and Enforcement

15.3.1. The Makersmiths Board of Directors is responsible for moderation of Makersmiths communication channels and data storage. The Board of Directors expects all members to abide by these guidelines and promptly report to the Board of Directors any violation of these guidelines.

15.3.2. Members should report violations by email to boardofdirectors@makersmiths.org, or to any Director directly (eg. email, text, or direct conversation). Requests to remain anonymous will attempt to be honored by Directors, but anonymity may limit ways in which the issue can be addressed.

15.3.3. In the event of a complaint that falls within the Unacceptable Use criteria, immediate action may be taken with the documented agreement of three or



more Directors. The action taken and the Directors approving the action will be recorded by the Secretary. Actions taken may include:

15.3.3.1. A private message to the user reminding them of the policy.

15.3.3.2. Deleting inappropriate or offensive content.

15.3.3.3. Temporarily removing a user from a system until a vote by the Board can be taken.

15.3.4. For extreme or repeated Unacceptable Uses of Makersmiths, the following actions may be taken, but are not limited to these, following a majority vote of the Board.

15.3.4.1. Permanently removing a user from a system.

15.3.4.2. Deactivating a user's account(s)

15.3.4.3. Terminating the membership per the Bylaws

15.3.4.4. Additional actions as determined by the Board of Directors.

15.4. Data Retention

15.4.1. Members are advised that there is no expectation of privacy in Makersmiths messaging, email, IT systems, or data storage (in any format).

15.4.2. Administrators or those with administrative or elevated system privileges are prohibited from accessing, reviewing, or monitoring email accounts, peer-to-peer Slack communications, video recordings, or any data repositories for casual or unauthorized purposes. Such access requires prior written authorization from the Board of Directors.

15.4.3. Users should be aware that data can be audited or retrieved by administrators, on all organization-owned workspaces.

15.4.4. Members should not rely on Makersmiths systems including desktops, hard drives, shared drives, cloud drives, Slack or any other Makersmiths provided storage medium for data retention. Makersmiths disclaims all liability for data storage on Makersmiths provided systems.