



## Rules and Policies

### Safety

All members, guests and personnel must sign a liability waiver and follow the Rules and Policies. All members are expected to maintain a safe and clean environment at all times. Safety is important, if you are unsure of how to safely do something, don't do it. Don't be afraid to ask for what you need and offer what you can.

If you break something, notify a person on staff. You will not be asked to replace/repair equipment due to honest mistakes, we just want to know why something broke so we can prevent it in the future. Clean, maintain, organize, improve. Always leave the Space better than you found it, including taking out trash, wiping down tables/equipment, vacuuming/sweeping floors and work areas, returning tools to the proper place, etc.

Tools/resources must stay on the premises for others to use. Removing tools/resources from the space without authorization from a Shoplead is theft. The Shoplead must fill out a lending form on any item loaned out.

Alcohol is not permitted in the Space except for events. Any mind impairing substances are forbidden while using dangerous/electric equipment in the Space at any time. Smoking of anything including electronic cigarettes is not allowed inside the building or within 15 feet of any and all entrances. No firearms, gunpowder, primers or assembled ammunition are allowed on site at any time.

**Safety is the priority.** It is the responsibility of each member to help enforce the Rules and Policies. If someone is violating the Rules and Policies politely explain to them why their behavior is not acceptable. Egregious violations should be reported to a Shoplead or Board member. Board members and Shopleads may temporarily expel anyone who violates the Rules and Policies of the premises or online systems. The person responsible for expulsion should notify the board and other Shopleads of the episode and fill out a complaint form. An appeal can be made by submitting a completed appeal form to the Personnel Committee. (See the Complaints Section for more information)

### Membership Dues

Membership Fees:

Full Time Membership - \$50 monthly - Up to 40 hours/month

Yearly Membership - \$550 one time per year fee

One Month fee - \$50

Entrepreneur fees - \$200 monthly - unlimited access during open hours

Day Pass - \$15 per day

There are no family packages at this time

Membership is pre-paid for the month and is a use or lose, non prorated, non transferable fee.

*Additional fees for usage of some equipment and certain supplies may be required and paid at time of usage. See shop leads for those fees.*

Payment options: Recurring payments by credit/debit card or Monthly Invoicing (additional \$5/month fee)

Payments not received by monthly due date (determined by your signup date) cancels membership & access until payment is received. The term of this Agreement begins on the Effective Date and will continue on a recurring basis. Membership cancellations must be received by email to [mnmakersandartists@gmail.com](mailto:mnmakersandartists@gmail.com), at least 10 days prior to the desired final membership bill date.

## Minors

Minors 15 and under must be accompanied closely by Parent or Legal Guardian at all times. Accompanied closely means visual range generally and immediate reach when near dangerous tools. Parents/Legal Guardians are responsible for their children's actions. Minors under the age of 18 must have their liability form signed by a Parent or Legal Guardian.

## Guests

Guests of members are welcome for one visit and must accompany their hosting member. If they would like to return with the member another day, one discounted day pass may be purchased for \$10/or a discounted month membership for \$40. The hosting member is responsible for their Guest and their actions. Guests are encouraged to become members!

## Storage of personal projects, supplies and tools

Please respect the Space and it's members. The Makerspace does not provide long term storage for projects. Cubbies can be reserved for small personal items. Projects are expected to be completed in a timely fashion and can remain at the Space while being worked on. However, due to space limitations all projects including building supplies

- Must be condensed to a small footprint
- Labeled with the maker's name and date in an approved area by a Shoplead
- Any projects, supplies, tools left for an extended period (72 hours without permission) or unmarked will be considered abandoned and dealt with as seen fit

## Events

Events, including classes, must be on the official calendar in the Makerspace office to be considered an event. Classes will be scheduled and approved by the Education Director. Scheduling other events is done on a first-come basis as determined by a Shoplead. Scheduled events take priority over unscheduled events. All events must be sponsored by a current member or Makerspace personnel, who must be present during the event. Most events require fees, however, collaborative fundraising events may have fees waived if approved by the Board. Terms and conditions for events can be dictated and modified by the Board of Directors/Makerspace Personnel. Classes or events that are not in keeping with the Mankato Makerspace mission or are not approved by the Education Director may be deemed inappropriate. Events may be canceled or postponed due to weather considerations, etc.

## Instructors

All classes and instructors must be first approved by the Education Director.

- Approved classes will be posted on the Makerspace website and the events calendar in the Makerspace office.
- Every effort will be made to support classes and events through social media, however, ***instructors must also be responsible for promoting their own classes.***
- Instructors dictate the size of the classes, class fees and provide materials and tools unless otherwise negotiated with the Makerspace.

Approved classes will have supply costs included or a specified supply charge in addition to the class fee. Payment for the classes is made to the Makerspace. The instructor is then paid supply costs and 70% of the revenues. The final 30% of revenues go to the Makerspace. The instructor may assign their class fees as a donation to the Makerspace. Classes may be cancelled up to 48 hours in advance with notification to the Education Director or Board Secretary. The instructors are responsible for contacting the students. Paid fees will be held to cover the class when it is rescheduled. If the class is not rescheduled within 3 months contact the Education Director for reimbursement

## **Organizational Meetings**

Board Meetings will be held the 1st and 3rd Mondays of each month (exempting holidays) and will do our best to follow the Roberts Rules of Order format. Board meetings will be posted on the Makerspace Events Calendar. The Board of Directors President shall preside over the membership meetings. If the President is unavailable the other members of the BOD shall choose a temporary meeting chair.

Any purchase over \$50 must be approved by the Board President and Treasurer. The board of directors may not allocate more than 5% of the checking account balance on discretionary spending without a current financial status from the financial committee or treasurer.

## **Voting Rights**

All members have the right to vote on issues presented to the membership at large. Members are also welcome to attend Board meetings, however may not have voting privileges on issues at those meetings.

## **Committees**

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

- Committees must be approved by the Board of Directors.
- The Committee chairperson is elected by the committee with the approval of the Board of Directors.
- The Committee chairperson is responsible for operations of the committee, providing reports on the status and activities of the committee at the Board of Directors.

There is no limit to the number of committees a member can serve on. Committee meetings must be posted on the calendar and announced on the forums. By default binding committee decisions can be made by majority vote of the committee members.

The Board President will set up and administrate closed facebook group pages for all committees. These pages will include but are not limited to the following information:

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

## **Loaning of Tools & Equipment to the Makerspace**

Members can generously provide tools or equipment for use in the Space, either by donating them outright or by loaning them. When equipment is donated a receipt will be provided to the donor if requested.

When equipment is loaned, the following conditions apply:

- All loaned equipment must be marked or labeled with the owner's name
- The owner must contact the Board and/or Shoplead to record the following information:
  1. Name of owner, email address and phone #
  2. Equipment being loaned
  3. Serial number if available
  4. Terms or conditions of the loan
- Equipment that is loaned subject to the understanding that it is preferable for Mankato Makerspace to own their equipment, rather than borrow it. Mankato Makerspace may seek to buy equipment in order to replace loaned items, which are then returned
- Loaned items may be returned at any time, by request of the owner or as determined by the Board and/or Shoplead

- Mankato Makerspace is NOT responsible for maintenance of loaned equipment, but may be maintained as determined by the Board and/or Shoplead.
- Mankato Makerspace is not responsible for the damage, theft, or loss of equipment. However, efforts will be made to provide reasonable secure storage.

## Donations

Donations of items intended to be used or consumed by the Mankato Makerspace must be first approved by the Shoplead in whose area the items are to be stored or used. If the items are for general use or a specific Shoplead is not available, the items must be approved by 2 other Shopleads. The Shoplead may reject donations at their discretion. Donations not explicitly accepted by a Shoplead(s) will not be accepted by Mankato Makerspace; if the donor delivers them to the Makerspace without explicit acceptance they will be disposed of as seen fit. Any donations which are not usable at the Space may be sold, donated or disposed of at the Board's or Shoplead's discretion.

## Formal Complaints

The formal complaint process exists for members and personnel to request a discussion be held by the Personnel Committee regarding specific actions of another member or staff. Mediation is available to resolve issues without the need of a formal complaint. The Personnel Committee is made up of one person from the Board of Directors and one Shoplead and one volunteer.

Complaints can be made by and about members, guests, or personnel which includes Shopleads, volunteers, and Board of Directors. The identity of the complainant is kept confidential. Complaint forms must be filled out for any incidents where action is expected to be taken. Usually complaints will fall into 1 of 2 categories: Simple complaints or Extreme complaints.

1. **Simple complaints** will most likely involve a verbal or written warning from a Shoplead. These may include not cleaning up after themselves or playing music too loud, etc. It's possible they may need more training or simply be made aware of the issue. After 3 such warnings involving the same person, the Personnel Committee will then take up the matter to recommend a course of action and follow-up to the Board of Directors. The Board may accept the recommended action or suggest other actions. The Personnel Committee has the final decision.
2. **Extreme complaints** would include actions by an individual which could pose a danger to themselves or others. This could include deliberate misuse of equipment, use of mind-altering substances while working with equipment, theft, gross violations of Rules and Policies, etc. **Any Board Member or Shoplead has the right to temporarily expel a member or personnel for such actions.** A complaint form will be immediately submitted to the Personnel Committee and the Board of Directors for review and recommended action.

## Appeals

An appeal may be filed regarding complaints and the resultant action against a member or personnel. A form is available to be filled out and submitted to the Personnel Committee. The Personnel Committee then has 30 days to review and confer with the Board of Directors and decide what action is to be taken. The Committee will inform the appellant of the decision within that 30 day period.

Both the complaint form and appeal form can be found online under Member Resources or picked up at the Makerspace office.

## Rule and Policy Changes

These rules and policies are subject to change. Changes will become effective immediately upon successful vote of adoption by the Board of Directors. A summarized version of these rules will be posted in the space, with a link to the full rules.