



MEMBERSHIP POLICY

1. MEMBERSHIP AND COMMUNITY RULES

- A. In exchange for the timely payment of membership fees to McEIVR and compliance with the rules and conditions contained in this Membership Agreement and attached Policy for Operations and Safety, the Member shall be entitled to use the facilities that make up the McEIVR Makerspace (“MakerspaceCT”) at 960 Main Street, Hartford, CT, pursuant to the membership category, shop rules and any other conditions set by McEIVR.
- B. Membership fees shall be assessed on the basis of membership category. New members are responsible for the balance of dues in a given year. Renewals are subject to review and acceptance by McEIVR. The Member’s start date (above) shall be the date of first payment. The Member’s end date is the date subject to renewal review.
- C. The Member agrees to be fully bound by the terms and conditions set by MakerspaceCT in its Policy for Operations and Safety, which may be amended from time to time. MakerspaceCT shall provide each Member with any updates to the Policy or any other rules or procedures as they may come into effect.
- D. The Member shall comply with all local, state, and federal rules and regulations pertaining to Makerspaces.
- E. The Member shall comply with all rules and regulations pertaining to accessing and utilizing the 960 Main Street property in general.
- F. The Member shall not use any tools not authorized by MakerspaceCT while using MakerspaceCT facilities.
- G. The Member agrees to refrain from the unsupervised operation of any tool that he/she is not appropriately trained and authorized to use.

2. COMPLIANCE AND OBLIGATIONS

The following policies are in place to ensure fair and safe access for all members of the MakerspaceCT facility. Failure to abide by the below policies may result in termination of membership, or in the Member being held responsible for replacement cost and labor cost of damaged MakerspaceCT property.

- A. To access the shop in general and use the common facilities, Members must first meet with the with a MakerspaceCT Manager and/or Safety Instructor to complete the Safety Orientation in workshop and facility safety procedures. Orientations are scheduled on a regular basis and the schedule can be viewed on our website at <https://makerspacect.com/schedule> or by contacting MakerspaceCT staff. Upon completion of the Safety Orientation, the Member shall execute the acknowledgement attached and shall be permitted to use ONLY the common areas of the MakerspaceCT facility not requiring additional safety training and specific equipment orientation.
- B. To access restricted areas and workspaces, Members must first meet with the MakerspaceCT Manager and/or Safety Instructor to complete the Safety Orientation and Equipment Certification workshop associated with the relevant restricted area or workspace. Orientations are scheduled on a regular basis and the schedule can be viewed on our website at <https://makerspacect.com/schedule> or by contacting MakerspaceCT staff. Upon completion of the certification, the Member shall be permitted to access and use the relevant restricted area or workspace.
- C. MakerspaceCT will not be held responsible for any injury sustained by a Member using any equipment, machinery, tool, or shop in the facility.
- D. 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.
- E. Members shall not use any piece of machinery or equipment unless he or she has been properly trained in its use. Members shall ask for assistance from the MakerspaceCT Manager, Safety Instructor or Floor Supervisor if they do not know how to operate a specific piece of machinery or equipment.
- F. 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 the Floor Supervisor, Safety Instructor or MakerspaceCT Manager immediately.
- G. 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).
- H. MakerspaceCT tools, equipment or property are not available for loan to Members and may not be taken off premises without the express consent of the MakerspaceCT Manager.
- I. Members shall clearly label all personal materials and projects in the facility with the Member's full name, phone number, and projected move date.
- J. MakerspaceCT is not responsible for any damage to projects or material stored in the facility.
- K. The Member understands that classrooms and/or workspaces may be reserved for workshops from time to time. The Member shall comply with restricted availability when necessary. MakerspaceCT shall display such reservations in advance on its website as well as onsite on a display board location.
- L. Only Members are allowed in the facility, provided that a Member may bring outside guests but only with prior authorization from MakerspaceCT management, and any outside guests

shall be required to sign a Waiver of Liability and Hold Harmless Agreement prior to entering the MakerspaceCT facility.

3. TERM AND TERMINATION:

- A. The Member's active membership in the MakerspaceCT shall continue for their contracted term listed above, so long as membership fees are paid in a timely manner and the Member abides by all posted and provided rules, policies and conditions of MakerspaceCT.
- B. The Member understands that membership is not a guarantee. Engaging in any rude, embarrassing, unsafe, or unwarranted behavior may result in immediate termination of membership without refund.
- C. Should the Member wish to cancel, they should do so with one month's notice, in person, and in writing. Access to the facility will terminate on the day of cancellation. McEIVR may refund to a terminating Member the pro-rated portion of the Member's membership fee.

4. WARRANTY DISCLAIMER:

MakerspaceCT provides the MakerSpace facility, tools, materials, equipment, and all services associated with this membership and any workshops on an "as is" and "as available" basis without warranties of any kind, either express or implied. MakerspaceCT disclaims all warranties, express or implied, including, without limitation, implied warranties of merchantability and fitness for a particular purpose.

5. LIMITATION AND LIABILITY & WAIVER:

Member has read, understood, agreed to, and signed a Waiver of Liability and Hold Harmless Agreement prior to the use of MakerspaceCT facilities, and/or attendance at any workshop provided by MakerspaceCT. No Member nor any other person is permitted to use the facilities, tools, or machinery for any reason without the acceptance and signing of the Waiver of Liability and Hold Harmless Agreement.

6. SAFETY PROCEDURES:

Member has read, understood, and agreed to the policies and safety procedures provided with this agreement, as documented in the attached Policy for Operations and Safety.

7. CODE OF CONDUCT:

Be aware that video surveillance is in use throughout the 960 Main Street building in general, and throughout the MakerspaceCT facilities as well. MakerspaceCT 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 MakerspaceCT policies, including creating weapons, obscene materials, or illegal items.

To keep things civil and respectful, MakerspaceCT has adopted the following guidelines for use of the facilities and discussions on the message boards and other social media:

- Treat others as you would like to be treated!
- Keep comments, instructions and/or advise constructive and positive.
- Do respect other members or guests; don't resort to name-calling or derogatory statements.
- Do respect the rights of others; don't tolerate discrimination based on gender, race, sexual orientation or religion.
- 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, with subsequent action per MakerspaceCT policy.
- Other issues may result in a warning on first occurrence. Subsequent occurrences may be cause for suspension of membership per MakerspaceCT policy.

Examples of behavior in this category include:

- o Harassment of members, guests, or neighbors
- o Use of alcohol, tobacco or controlled substances within the facility.
- o Vandalism
- o Damage to property
- o Unauthorized use of tools and equipment
- o Theft
- o Physical altercation of facility or equipment
- o Violation of shop safety rules
- o Violation of group policies and procedures
- o Allowing guests/non-members to use tools

Any conduct that the MakerspaceCT determines to be offensive will be addressed as necessary. Pay attention to and promptly follow any instructions from the Shop Manager, Safety Instructor, or Shop Tech Staff.

MAKERSPACECT administration MAY and WILL REVOKE ANY MEMBERSHIP AT ANY GIVEN TIME IF THEY FEEL A MEMBER IS CAUSING ANY VIOLATIONS ABOVE WITH OR WITHOUT WARNING.

8. ANTI-HARASSMENT POLICY

MakerspaceCT 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 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 the Shop Manager or Administration are expected to comply immediately.

MAKERSPACECT administration MAY and WILL REVOKE ANY MEMBERSHIP AT ANY GIVEN TIME IF THEY FEEL A MEMBER IS CAUSING ANY VIOLATIONS ABOVE WITH OR WITHOUT WARNING.

9. MODIFICATIONS TO THIS AGREEMENT:

MakerspaceCT reserves the right to modify, omit, or add to any portion of this agreement or the associated Policy for Operations and Safety at any time. Upon these changes, each Member shall receive a new copy of the amended agreement.

Should a Member decline to re-sign the amended agreement, the membership becomes immediately inactive. As stated above in the TERM AND TERMINATION section, memberships are subject to refund at MakerspaceCT's discretion only.