



*Member's Handbook
2019 - 2020*

Table of Contents

1. The Athens MakerSpace Code of Conduct.....	2
a) Respect Each Other	2
i. Leave a Clean Work Area	2
ii. Work Flow	2
iii. Tool Safety and Responsibility	2
2. Reserve Your Tools.....	4
a) Tool Usage.....	4
3. Material Safety and Security.....	5
4. Facility Access.....	5
5. AMS Contact Information	6
6. Receiving Deliveries.....	6
7. Shop Orientations and Tool Reservations	6
a) Orientations	6
b) Tool Reservations	7
c) Utilizing the AMS Tool Calendar for Reservations.....	7
8. Tool Consumables.....	8
9. Access to Tools	8
a) Frequently Asked Questions About Tool Access	8
b) Hourly Tool-Usage Fees.....	9
10. Connecting with the AMS Community.....	10
a) Registering for & Teaching Classes.....	10
11. Billing and Payment	10
12. Miscellaneous Policy Clarification.....	11

1. The Athens MakerSpace Code of Conduct

The Athens MakerSpace (AMS) is a community workshop and work space. We share space and tools to pursue our individual goals and hobbies to improve our skills, learn from each other, and make cool things! While we pride ourselves on being a good natured, relaxed, group of great diversity, we need to adhere to a certain code of conduct with respect to the shop and to each other to make a community workshop space successful.

When you join the AMS community, you agree to be held to these standards.

a) Respect Each Other

Please be mindful of everyone's skill level and respectful of their rights and choices. Harmful act or speech will not be tolerated at AMS.

Please find a staff member if you experience disrespectful communication or action.

b) Respect the Space

i. **Leave a Clean Work Area**

We adhere to the cleaner than you found it philosophy. We don't have staff to clean up after you, and other members should not have to clean up after you before they can use any of the shop space or tools. Each work shop is equipped with cleaning equipment (brooms, dust pans, compressed air, vacuums) please use them.

ii. **Work Flow**

When using multiple tools in any of the shops you may want to sweep up the floor and fully clean up the shop. Please remember to brush off each tool before moving on to the next. This preps each tool for the next member.

iii. **Tool Safety and Responsibility**

Only trained members in good standing can use AMS tools. You must have either taken the appropriate orientation class on the tool(s) you wish to use or have been appropriately signed off through private instruction or other arrangements made with the AMS staff. Members are expected to follow the safety and tool care protocol covered in your

instruction. You are expected to adhere to our safety and security requirements.

No tool should be used in a manner "Because it can." Certain restrictions have been set to preserve the sharpness, power and condition of each tool. Any member found to be misusing or abusing a tool will be asked ONCE to ease their use. If the tool continues to be misused the member will be restricted from using that tool or have their membership revoked.

Violation of any part of our Code of Conduct may result in suspension or termination of membership without a refund. We will try to provide warnings and clarification of policies first when reasonable, but we reserve the right to handle violations as we see necessary.

c) Personal Safety

iv. Attention

Give the work and the tool your undivided attention. One and only one person should operate a machine and must attend it while running. Operate machinery with a clear mind, never while fatigued or under the influence of drugs, alcohol, medication, or if you have a medical condition that may impair your ability to safely operate machinery.

If you need to contact 911 there is a phone located at the front desk adjacent to the fabric and textile area.

v. Attire

Wear ANSI Z87 safety glasses or goggles and closed foot wear always in Wood and Metal shops. Wear hearing and breathing protection as appropriate to the work environment. Do not operate rotating machinery while wearing long sleeves, gloves, loose jewelry, loose long hair, neckties, hoodie strings or anything else which may be caught and draw you into the machine. Ask for Help if you are not familiar with a machine or operation. Handling long, large, or heavy materials. Seek first aid immediately for any injury. Ask for help anytime you feel unsure about the safety of what you are about to do.

2. Reserve Your Tools

We utilize an online reservation system which allows members to see the availability for all our tools. For your convenience, you can reserve online, call in, or reserve in person. Each membership type specifies your length of access per tool per day. Please be mindful of your daily limit, we have individual hourly rates for tool usage longer than your base membership allows should you require more time on a specific tool. Please visit the AMS website for details.

Reasonable efforts have been made to ensure all new and current members have received the updated version of this document including posting this document online: All are responsible to adhering to the policy requirements mentioned in this document and to check for updates.

a) Tool Usage

We ask that you remain mindful of how you use the tools. Although they are new and very sharp and may be able to “handle” heavy usage please take your time. We cannot allow “it’s new, it’ll be fine” attitudes toward the tools. We want to keep the tools running efficiently and staying sharp. Please see Safety and Responsibility for details.

All wood should be inspected with the metal detector and moisture meter before being shaped in the woodshop. Moisture should not be greater than 20%

When using the Planer

never set cut depth deeper than 1/16th of an inch. It may take additional passes to reach your desired thickness but it’s less impactful on the blades and motor of the machine. Arrangements should be made if you are processing a large piece or a large amount of material through the planer. Your wood should always be inspected before using machines

Do not plane wood less than ¾ inch thick. Look up Planer Sled options
Do not plane wood less than 2’ in length.

When using the table saw

Never remove the blade guards

When using the metal chop saw

Restrictions are written on the blade guard, please be aware that certain metals and metal shapes will have blades specific to those metal types.

3. Material Safety and Security

Use of dangerous, volatile, non-volatile chemicals, sealants, and other material: (Please get pre-approval before using any chemicals on AMS property) We understand your project may require the use of finishers, paint, sealant etc. Our facility is not setup well for use of most finishing chemicals.

All use of glues, paints, sealants, stains and other chemicals should be handled safely and appropriately and should have written approval from AMS staff prior to use. Please protect all tools, work tables, other projects and floor from any damage that may be caused by your use of the approved chemical. **You will need to obtain the chemical/substance's Material Safety Data Sheet (MSDS) and provide that to us.**

More information about MSDS can be found here: <http://www.msds.com>. These provide critical first aid, safety information, and substance interaction information.

4. Facility Access

Members will have access to AMS workspaces during regular hours of operation. Hours of operation can be found on our website and posted on our front door. AMS is working toward 24/7 access. This level of member access will be granted after a probationary period and a short training on opening and closing procedures for the AMS facility. It is your responsibility to know, understand, and adhere to our protocol for entering/exiting the building, and following all posted signage.

Members last to leave will be required to follow and initial a closing check list.

If you feel that you need additional training on how to open/close the building please contact a staff member to schedule another orientation.

5. AMS Contact Information

MakerSpace Manager

Luke A. Black, luke@athensohiomakerspace.com, (740) 818-9112

AMS General email address: info@athensohiomakerspace.com

To report a down, broken or malfunctioning tool or an issue with the facility please contact the MakerSpace manager by phone or email as soon as you are aware of the issue.

In case of emergency contact 911. If you do not have a phone there is one located at the front desk by the wall.

Mailing Address

751 W. Union St. Suite D Athens, Ohio 45701

Area-Specific Contact Information

For any issues with the facility tools or for clarification on use, etc. please contact Luke A. Black, who can help you with any shop needs.

6. Receiving Deliveries

You may have materials, tools, and even tooling shipped to AMS on your behalf. You must make arrangements to accept your deliveries. AMS staff is not responsible for receiving your delivery.

7. Shop Orientations and Tool Reservations

a) Orientations

All members are required to take an orientation course in all tool shops they wish to work in, many membership types include at least one shop orientation in the cost. Once you have taken the orientation course you will then be granted access to use the tools on your own. Tools/Shops that require orientations:

Wood

Metal

3D printer

Domestic Sewing Machines

Industrial Sewing Machines

b) Tool Reservations

Reservations are for the convenience of each member. To reserve a tool, members should login to our online calendar on our website (athensohiomakerspace.com *hover over* Become a Member *click* Reserve a Tool) and set their reservation. Members may also call in advance or reserve in person at AMS.

Work areas, use of hand tools, finish work (sanding) and assembly work do not require reservations.

Please give advanced notice if you require evening access.

c) Utilizing the AMS Tool Calendar for Reservations

Go to athensohiomakerspace.com CLICK Become a member and then CLICK Reserve A Tool. You may need to create an account first, please follow the directions. Once you are on the calendar you should 1. Find your desired timeslot on the calendar. 2. Click the desired timeslot. Fill out the requested info in the popup window. Your reservations should appear on the calendar.

Each reservation max length is one hour. If you require more time on a tool please see an AMS staff member or email your request in advance.

If you are having trouble, please email: info@athensohiomakerspace.com

If you find you can't make your tool reservation time, please remember to un-reserve it by deleting the event. If you are 15 minutes or later for your tool reservation, folks are welcome to use that machine as if it were unreserved.

We hold the right to charge for tool station time reserved. If you excessively reserve tool time or large blocks of time that you don't end up using, you've prevented others from using that machine as it appears it's in use whether you show up.

8. Tool Consumables

AMS provides basic consumables for all the tools for reasonable use:

Woodshop	Metal Shop	Fabric	Electronics
Basic Rotating Blades	Chop Saw Blades	Machine Needles	Filament (.20¢ OZ.)
Basic Router Bits	MIG wire (.030)	Rotary Tools	Solder
Basic Twist Drill Bits	Basic Twist Drill Bits	Scissors	

Reasonable use is defined as two hours or less per tool per day (unless your membership defines your use as three hours per tool per day). If your project requires heavy use of any tool you will be asked to provide replacement of those consumables. You are responsible for providing special “unique” tools, tooling and blades specific to your project. **Please see a staff member before changing any tools basic setting or consumable parts.**

If you think a blade is dull AMS staff will inspect it and determine if the blade needs changed. If the blade is determined to still be operational and you require a “sharper” blade, you will be responsible for purchasing a whole or part of the new blade.

Tool manuals are available upon request and can be found online.

9. Access to Tools

If a tool is rarely used, we may allocate less space for it or eliminate it completely. The AMS essentially lets the “market” for tool use inform the allocation of resources in the shop and we reserve the right to discontinue or add tools as needed. Please see AMS staff for tool donations or email our info@ account for new tool suggestions.

a) Frequently Asked Questions About Tool Access

1) If no one is on a tool station when I visit, can I use it?

It’s recommended that you check the calendar first. If it’s unreserved or reserved but it is at least 15 minutes after the reservation time began, you can use it.

If you don’t check first, and someone comes in who has reserved it, you must vacate that tool. Please be respectful of the person who followed procedure and remember that reserving the tool is the only way to guarantee time.

2) *If someone is on a tool that I reserved when I come in, what do I do?*

Just let them know that you are there at your reserved time. Be respectful, but you are entitled to that space (assuming you weren't late). If there continue to be problems and you are not able to use the tool during the time you reserved, please email AMS staff [info@](mailto:info@athensohiomakerspace.com) so we can address the issue.

b) Hourly Tool-Usage Fees

Billable in half-hour increments unless otherwise specified. If you are over your daily allotted time based on your membership type, please find a staff member and discuss with them your needs.

Tool use fees include standard consumables such as blades, bits, belts, welding gas, MIG wire, etc. however you will need to provide any specialty or niche supplies (e.g. CNC router bits, certain fine grit sanding belts, etc.) Tool manuals can be found online or as AMS staff.

If you have questions about part numbers/compatibility, etc. please contact AMS staff at info@athensohiomakerspace.com or 740 447 9055.

Planer	\$5
Joiner	\$5
Table Saw	\$5
Routing Table	\$5
Chop Saw	\$5
Bandsaw	\$10
MIG Welder	\$10
TIG Welder	\$10
Chop Saw	\$5
Drill Press	\$5

Unless stated otherwise, all the above tools are billed in 30-minute increments. This also means there is a 30-minute minimum for each tool area. *This rate is subject to change based on tool usage and consumable market value.*

10. Connecting with the AMS Community

Periodic Member Communications

From time to time, administrators may send out member-only communications to the email address you have provided us to alert you to special events, member-only events, or for emergency notifications.

Attend Our Regularly Scheduled Maker Meetups

Be sure to check the AMS events calendar to find meeting times.

Connect to Our Public Social Network. Invite your friends!

On Facebook: www.facebook.com/athensohiomakerspace

a) Registering for & Teaching Classes

You will continue to sign up for a class/events just as the general public does. Please visit the "Take a Class" page of our website and use the class registration system there.

How do I or someone I know teach a class?

Please fill out a class proposal form and an AMS staff member will reach out to discuss details!

A proposals link can be found online on our newsletter or at the bottom of the "Take A Class" tab on the website. Or reach out to info@ for a proposal link.

11. Billing and Payment

How am I billed?

For a single month, day pass, weekend pass, or punches you will be billed the day you use or begin your choice in access.

For multi-month memberships you will be billed on the same day each month beginning the day you start your membership, you will receive an invoice for the current month's membership fee, shelf rental / storage rental (if applicable).

Additional tool usage fees will be billed same day of time requested.

Late/Non-Payment Note

If you are a recurring monthly member if you miss any payment you will be asked to submit payment during your next visit. If you have missed multiple payments, we will recategorize your membership type.

How can I pay?

You can pay via credit card in person or over the phone (740 447 9055) checks can be made out to "Athens MakerSpace", or cash. We can also send an invoice to your email.

How do I pay for services at the AMS?

Additional design/fabrication services performed by members/instructors at the shop can be negotiated with a member, or quotes can be requested from AMS staff. This includes services such as private tutoring on a tool/design software, or custom design/fabrication of one-offs or short production runs.

If you are interested in a commissioned project, please email our Makerspace Manager, Luke Black, luke@athensohiomakerspace.com

12. Miscellaneous Policy Clarification

Intellectual Property & Copyright Infringement

As proponents of all ideas, both open and patented, AMS respects the ideas and intellectual property rights of others. We ask the same from our members. We assume that members who use designs that may be copyrighted, trademarked, or patented have the appropriate legal licensing rights. If you have questions about any of the above, please speak with an AMS staff member.

We are not responsible for the illegal infringement actions of individual members, but nor will we knowingly facilitate the willful infringement of intellectual property and we reserve the right to expel members who appear to infringe the copyright or other intellectual property rights of others. Tool usage fees already incurred by members found in violation are still the responsibility of the responsible member.

Prohibited actions include (but are not limited to)

Using AMS tools to produce goods bearing trademarked or licensed content for commercial purposes without the appropriate permissions or licensing from the owner of said content. (Licensed content includes things like TV/movie/book characters, professional sports team logos or mascots, trademarked logos or branding, other individuals' words, lyrics, and artwork published or unpublished without the consent of the creator, etc.)

Selling infringing merchandise at AMS-sanctioned events on or off-site or selling such goods at a AMS tent or booth at non-AMS events.

Referencing, tagging on social media, or otherwise associating the AMS name or identity while promoting infringing goods for commercial sale.

Sharing photo/video/sketches of other members' work for the purpose of replicating it for commercial use without permission.

Protect Your Own Work

The AMS cannot be responsible or be reasonably expected to prevent the infringement of your trademark or intellectual property for any materials left in the purview of the public view. The AMS is visited by numerous people each month; some members, many more of general public. Please do not leave sensitive material in open view that you do not wish to be viewed or photographed.

Production/Workspace, Storage Tags & Violations

Common areas of the shop are available to use during your visit to work on and assemble projects. You are generally expected to remove your project in-progress when you leave the shop for the day unless you've cleared leaving a project there (on a very short-term basis) with AMS staff.

If you need to store a project overnight (or longer) at AMS please use the space near the restroom (lockers or wall area to the right of the classroom table) add your name to your project and tools. Because storage is limited, we will be assessing fees for project storage. Please see a staff member if you have any questions. Items (glue-ups) may be left overnight if permission and a label has been attached.

If tools and materials are brought in and stored in a public place without a storage tag, we'll try to contact the owner by phone/email if we know who it belongs to. We will tag the item with an "UNCLAIMED" label and if it's still there 72 hours

after the unclaimed tag has been attached, we'll confiscate or trash it. **NOTE - if your things are brought in without permission, and if it's blocking passageways, exits, tool access, etc. - we'll confiscate or trash it sooner if necessary.**

We are NOT responsible for loss or damage caused by staff or other members if you leave your materials/personal tools, etc. out in public areas.

Communal Drop-Cuts

The bins beside the planer in the woodshop contains scrap or drop cuts that remain after members use raw material for their projects that they no longer wish to keep. These materials are generally considered "up for grabs" for members who might be able to use them. We like to be able to maintain this sense of "internal recycling," but please take care that the area is kept orderly and not a nuisance to the safe operation of tools and pathways. At the discretion of AMS staff, these areas may be "purged" if the volume exceeds available space, so members who want a given piece of stock are encouraged to take these homes. Do not consider this area storage.

Storage Space and Lockers

We have lockers, build to suit lockable cages, work carts, floor space and other temporary storage locations available for rent for longer term storage needs. Please contact AMS staff or email info@ for details. You may not store anything in the Athens MakerSpace without express permission of staff. Violations of this or any of our other policies are grounds for expulsion from the AMS.

Work Trade and Volunteering

Athens MakerSpace has numerous volunteer opportunities and welcome volunteers daily. If you'd like to volunteer, please let us know. AMS also offers work trade for membership access. Work trade requires a set schedule and a written agreement with AMS staff. If you or someone you know are interested in work trade, please contact an AMS staff member or email info@

Production Assistants/Guests at the Shop

We have strict liability requirements set by our insurer and for general safety concerns. Members, with prior notice to AMS staff, are permitted up to two non-member assistants to help the member with process needs provided all the following criteria are met:

1. The member is present, and, in the building, the entire time and non-members are not left alone in the building without the supervision of the member.
2. The non-members are not using any AMS tool; powered or non-powered hand tools, and even if you brought the tool in yourself.
3. The non-members adhere to the same code of conduct as members
4. A waiver of liability has been signed (copies can be found on the clipboard on the wall as you walk in the front door, underneath the sign-in board, please leave all waivers with an AMS staff member or on the front desk)

The AMS member is responsible for any damages caused by non-members that they bring in and may lose their privileges to bring in guests or their membership may be suspended or revoked if their guests violate Handbook rules.

Abandoned Property

Items left overnight may be moved, if not labeled and/or an agreement has not been made with AMS staff, to a non-occupied area.

Items left at AMS that are either:

- 1) Unidentifiable (are not clearly marked as belonging to an individual)
- 2) Are in a paid storage space and has been non-compliant on payment for said space
- 3) Are left in common areas
- 4) Or part of an agreement with AMS staff but the property owner has violated the terms of said arrangement

After 30 days these items will become the property of AMS.

Pets at the Shop

We want members to be able to enjoy this facility and think of it as a "home away from home," though we must follow some common-sense rules and know that others might not share our love for animals and that a workshop facility presents many dangers for animals such as potential toxins, sharp material on the floor, and moving machinery. Please leave all pets at home.

Children at the Shop

Please supervise your children at all times--you bring them at your (and their) own risk. Understand that a workshop facility presents many dangers for children such as potential toxins, sharp material on the floor, and moving machinery. Children may never operate AMS tools (unless as part of an AMS-organized class with instructor approval). You must sign a liability waiver on your minor child's behalf, and members are responsible for any damages his or her own child (or children brought into the shop under the member's direction) causes to the AMS or to other members or their property.

Member Activities at the Shop

Members of the AMS (with prior written approval) may host social functions at the shop (in any area but the woodshop) which may involve movies, video games, music, alcohol, or other entertainment not rated for minors. Please see AMS staff for scheduling and reservation costs. The AMS is not responsible for and does not regulate exposure to material parents find objectionable at these social functions.

If it is an AMS-sanctioned social event, the event will be labeled as family friendly or otherwise.