

Shop Rules

How members use the space together.

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Facility Use and Prohibited Activities

These rules apply to every member and every visit. They are covered at orientation, and they are here so you can look them up any time.

Prohibited activities

- **No making guns or gun parts.**
- **No sleeping at the space.**
- **No illegal activities** of any kind.
- **No personal mail.** Do not use the space's address for personal shipments, forms or correspondence without board approval.
- **Do not block** fire lanes, electrical panels, sprinkler heads, fire extinguishers or other fire safety equipment.
- **No power tools while impaired:** after drinking alcohol, when drowsy, or otherwise impaired.
- **No borrowing tools for offsite use** without prior board approval.
- **No guests under 18 in the shop,** except during special events or with board approval. See the Minor Safety Policy in the Policies book.

Tool use

- **All corded tools require training before use.** Only active members who have completed the proper training may operate tools and machines. Even experienced pros must complete training on certain equipment.
- **Inspect before every use.** Equipment here may be modified beyond its factory state. Always assume a tool has been altered and check it thoroughly.
- **Wear appropriate PPE.**
- Ask a board member or an experienced member for help, or ask in #members on Discord.

Guests and pets

- **Guests may tour the space but may not use any equipment** under any circumstances.
- **Pets must be leashed or under full control** at all times.

See **Guests, Family Members and Pets** in the New Member Guide.

Building security

- The building is **not open to the general public**.
- **Never leave doors unlocked or propped open.** Make sure they are secure every time you enter or leave.
- The space has **security cameras** for the safety of members and property. Footage is reviewed only when necessary for security or incident reports.

Shared resources and cleanliness

- **Clean up after yourself.** Leave every area as good as or better than you found it.
- **Label your stuff.** All personal tools, materials and projects must be clearly labeled with your name and the date. **Anything left without a name is considered community property** and may be used, moved or repurposed.
- **Store items only in designated areas or on carts.** Keep walkways and shared workspaces clear. Large projects go on wheels so others can move them. See the **Storage Policy**.
- **Empty trash cans when they are full,** and remove food waste from the building.
- **Commercial work:** use your own materials. Contributing 5 to 10 percent of your sales back to the space is good form (optional). See **Making Things to Sell**.
- **Donations:** all donations of tools, equipment or materials must be approved by an area coordinator or the board before delivery. Do not drop off unapproved items. Until a donation is accepted, it remains your responsibility.

Conduct

- **Speak up for safety.** If you see something unsafe, say something, with kindness and a helpful attitude.
- **Everyone is learning.** No judgment. Be patient and helpful, and assume good intent.
- **Be mindful of differences.** Many members are neurodivergent; practice patience, empathy and clear communication.
- **Stay aware of others** and avoid creating unsafe distractions.

When rules are broken

The board is drafting a process for handling rule violations, disputes and appeals. See **Enforcement, Conflict Resolution and Appeals**.

Storage Policy

Waukesha Makerspace offers several types of storage to help members manage ongoing projects and materials. All storage options (lockers, pallet racking and floor space) are available only to members who rent storage through the makerspace. Current storage options and rates are on waukeshamakers.com. For where each type of storage is in the building, see **Storage Areas** in Facility Operations.

Locker storage (small and large)

Lockers come in two sizes and are meant for tools, small materials and personal project components.

- **First come, first served.** Locker space is limited. Submitting a request does not guarantee a locker.
- **Approval.** All locker requests are subject to availability and must be approved by a board member.
- **Personal locks.** You may use your own padlock. WMI may remove any lock in an emergency or for maintenance.
- **Prohibited items.** Do not store any of the following in a locker:
 - Hazardous or flammable chemicals
 - Explosives or combustible materials
 - Weapons or ammunition
 - Food or perishable items
- **Containment.** Everything must fit fully inside the locker, with the door able to close and latch.
- **Cleanliness.** Keep your locker reasonably clean and organized. Spills, leaks or odors may result in the locker being cleared.
- **Labeling.** Label your locker clearly with your name and contact information.

Pallet rack storage

Pallet racking is for larger items, equipment or materials.

- **First come, first served.** Space is limited and subject to availability. The board reviews and approves requests case by case.
- **Size limits.** Everything stored on a pallet rack must:

- Fit within a 40 in x 40 in footprint, or on a standard 40 in x 48 in pallet
- Be no more than 40 inches tall
- **Stability.** Stack items securely. No unstable or top-heavy loads.
- **Prohibited items:**
 - Hazardous or explosive materials
 - Loose liquids or leaky containers
- **Moving pallets.** WMI may move pallets to other rack locations as needed to make the best use of space.
- **Labeling.** Label everything on a pallet clearly with your name and contact information.

Floor storage

Floor storage is for short-term or project-specific needs and requires approval in advance.

- **Carts required.** Everything must be stored on a cart so it can be moved safely when needed.
- **Your own carts** are fine, but they must have working wheels or casters so others can move them.
- **Makerspace-owned carts** may be available on request, with prior approval.
- **Cart inspection.** Every cart, whether yours or the makerspace's, must be inspected and approved by a makerspace member as safe and functional before it is approved for storage.
- **Time limits.** Floor storage is temporary and must be cleared by the agreed date. Overstaying may result in additional fees.
- **Safety.** Stored items must not block walkways, block access to tools, or create any hazard.

General storage rules

- All stored items must be clearly labeled with your name and contact information.
- Items that are unlabeled, unapproved, or in violation of this policy may be removed or discarded at the board's discretion.
- Storage availability and rules may change as the space evolves. Members will be notified of any major policy changes.

Questions

If you have questions or need help picking the right storage option, contact a board member or post on Discord.

Conference Room Policy

The conference room is a shared gathering and recreational space for members. For what is in the room and what it is used for, see **Conference Room** in Facility Operations. This page covers the rules.

Casual use

- Any member may use the conference room at any time without a reservation, as long as it is not already reserved, the room stays within capacity, and no guests are brought in.

Reservations for hosted events

A reservation is required only for **hosted events**: group gatherings, classes or game nights where guests will be present or where you expect exclusive use of the room.

- **Book in advance.** Submit your reservation at least **2 weeks** before the event. Reservations are subject to availability.
- **Fees.** Some reservations carry a fee. Current terms are on waukeshamakers.com.
- **You are the host.** The member who reserves the room is the official host and takes full responsibility for their guests and the condition of the room.
- **Cancellations.** If you need to cancel, tell the board or an admin as soon as possible so the time can go to someone else.
- **Stay within your time.** Overstaying your reservation can affect other members' use of the room.

Capacity

Maximum occupancy is **12 people**, for both casual use and hosted events.

Guests

- Guests must stay within the conference room and restrooms.
- Guests may not use makerspace tools or equipment, unless that use is part of the event and has explicit prior approval from the board.
- Guests must be accompanied by their host at all times.
- The hosting member is financially and legally responsible for any damage caused by their guests.
- Waukesha Makerspace is not liable for injuries, accidents or incidents involving guests while on the premises.

Food and cleanup

- Food is allowed but must stay in the conference room.
- The hosting member must remove all food, containers and trash from the building right after the event.
- Return the room to a clean, organized state after every use: wipe down tables, throw away trash and reset the room to its default arrangement. Cleaning supplies are available.

General guidelines

- **Noise.** Keep noise reasonable so you do not disturb people working nearby.
- **Access.** Do not block entryways, emergency exits or walkways.
- **Problems.** Report broken equipment, missing items or facility concerns right away on Discord or to a board member.

By reserving and using the conference room, members agree to follow these rules. Questions about reservations, special events or guest permissions go to a board member or the Discord server.

Intellectual Property and Project Sharing

This page will explain who owns what you make at WMI, how designs and files shared in the space or on Discord may be reused, and how to credit other members when you build on their work.

This page is being written. The original wiki page was lost, and no current written rule exists yet. Questions in the meantime go to a board member.

Discord Community Guidelines

This page will set out the expectations for the WMI Discord server: how members are expected to treat each other there, what belongs in which channel, and how moderation works. Discord is WMI's primary place for help, updates and connecting with other members, and the same culture applies there as in the shop: be kind, assume good intent, and remember everyone is learning. For how to join and which channels to use, see **Getting Around** in the New Member Guide.

This page is being written. The original wiki page was lost and has not been rewritten yet. Questions in the meantime go to a board member.

Enforcement, Conflict Resolution and Appeals

This page will explain what happens when a shop rule is broken, how disagreements between members are resolved, and how a member can appeal a decision. It will summarize the Enforcement, Conflict Resolution and Appeals policy, which is listed as Planned in the **Policy Register**.

This page is being written. No process exists yet: the board is drafting one and will publish it here once it is adopted at a board meeting. Until then, bring concerns to a board member.