

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**.

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