

## Juneau Makerspace (JMS)

### Membership levels:

- **\$25/month | Student Membership** : For starving students full of potential, and above 18 years of age. Same rights as full member access and you can get access after a one month vetting period for 24/7 access. Rack storage space not included.
- **\$50/month | Regular Membership** : Full access to all the tools and services offered to ***yourself and family members***. After a one month vetting period you will receive 24/7 access to the shop. You own the place! Does not include rack storage for personal projects
- **\$80/month | Premium Membership** : All of the above, INCLUDING your own dedicated, locking, Maker Cubbie for keeping your personal tools and projects always ready for you.

Rules may be subject to change. For further clarification of rules, please refer to the bylaws.

### Members

All Members must follow the Code of Conduct at all times.

1. All Members must have a release form on file.
2. All Members must be instructed on the usage and safety procedures before the use of equipment.

### Membership Dues

Current members who bring in a **new member** will receive a one month waiver on their dues, when the new member signs up for a minimum of 3 months. (This offer stacks proportionally with any number of new members signed.)

Sponsored memberships at reduced rates can be offered at the discretion of the board. This includes money off of membership dues in exchange for volunteer hours for the makerspace.

Yearly recurring memberships are eligible to receive a 10% discount on request.

Cash/check are accepted for monthly memberships.

The JMS board may offer discounted / promotional or seasonal memberships, which will be made available to new members only.

The first month of membership to JMS is probational. members can only come in during open hours, or must be accompanied by a non probationary member.

### Payment Cycles

The way membership dues currently work is that you are always paying for the next month. When you sign up in April what you are paying for is your month of May. All payments made are for the following month, so if you stop paying in June you are covered through July, then you enter into the Grace Period of 1 month before you become delinquent.

## **Guests**

1. All guests must follow the Code of Conduct at all times.
2. Guests can not inhabit the Juneau Makerspace without another member in good standing present.
3. Guests are encouraged to become Members.
4. Guests are not allowed to use tools and equipment without member supervision.
5. Members are responsible for their Guests.

## **Minors**

1. Minors not attending a youth focused event must be accompanied by Parent or legal guardian at all times.
2. Minors under the age of 18 must have their liability form signed by a parent or legal guardian.

## **Code of Conduct**

1. All members are required to "Be excellent to each other".
2. Members may not use any potentially dangerous equipment while alone in the facility.
3. Members may not set anything on fire which has not been designated or designed to be on fire.
4. All members are expected to maintain a safe and clean environment at all times.
5. All members must be aware of your surroundings and assure your project does not pose a threat to others working in the vicinity.
6. All members must leave their workspace in a state which is cleaner than what they found it.
7. All members are expected to follow all posted notices.
8. Inappropriate use or abuse of the facilities, its resources both tangible and intangible will not be tolerated and may result in discontinuation of membership.
9. It is the responsibility of each member to enforce the Code of Conduct. Failing that, a Grievance or Complaint may be filed.
10. No being under the influence of intoxicating substances. Special events not involving the use of makerspace equipment may have intoxicating substances as long as it is legal.

## **Grievances and Complaints**

1. Any member grievance or complaint is required to be submitted, in writing to any member of the Board of Directors. The complaint must have two parts outlined at minimum, a "Complaint" part and a "Recommended Solution" part.
2. The Board of Directors will decide to either hold a special meeting regarding this matter, or will consider it at the next meeting in its cycle.
3. The Board of Directors is not required to act in accordance to the grievance or complaint's "Recommended Solution" part and may devise its own remediation.

## **Storage**

1. Projects (and materials for them) can only be stored in designated project storage areas.
2. A project may be stored outside a Maker Cubbie with the approval of a member of the Board or by a vote of the membership. However, additional space rental charges may apply depending on the space and length of time.
3. Projects must be labeled, and include the names of the members working on the project.
4. Unpaid storage will be removed after one month.

5. Projects are urged to post to social media or on the JMS website to track progress and share information about the project and JMS.
6. Explosives, firearms, gunpowder, primers, and assembled ammunition can not be stored at the Makerspace.

## **Events**

1. Events must be on the official calendar to be considered scheduled.
2. JMS events have priority over other events.
  1. All events must be sponsored by a current member, who must be present during the event.
  3. Youth focused events must have their own insurance
  4. Scheduling of events is done on a first-come basis.
  5. Scheduled events take priority over unscheduled events.
  6. Scheduling conflicts are handled by the Events Director.
  7. Donations are encouraged but not required to hold events.
  8. Guest access to the facility will be limited as required by the event.
  9. Terms and Conditions for events can be dictated and modified by the Board of Directors.

## **Events Charging Entry Fees**

1. For any use of the space where an entry fee is charged, a minimum 50% of the gross profit from ticketing goes to the Juneau Makerspace.
2. If no fee is charged to members, use of the space is free. A non-member entry fee may still be charged.
3. If an entry fee is charged, it is requested that a 50% lower rate be available for Juneau Makerspace members. This will be deducted from the 50% of the gross profit owed to the makerspace.
4. Tools/materials can be sold for the event and will not count as an entry fee as long as members are given the option to bring their own suitable tools/materials.

## **Commercial Use**

The Juneau Makerspace is based on open source ideals and thus encourages its membership to embrace those ideals as well, however members reserve the rights to all of their creations.

## **Borrowing Tools & Equipment**

1. By default, all property is not allowed to be removed.
2. In the case of an off-site event, tools may be checked out with permission by the board.
3. No equipment loaned to the space can be borrowed, unless the owner has a signed release on file.

## **Donations**

1. Donations of usable items must be approved by the board or committee in charge of the location in which the item will be stored/used.
2. Donations to a project are only spent on that project and are spent prior to any JMS allocated money to the same project.
3. If the project is deemed unsuccessful all remaining funds will be returned to the source.
4. Allocated money will be returned to the source fund, if more overages remain the money will be returned to the contributor in proportion to their donation.

5. If the project is deemed successful, accomplishing the stated goal, any unspent allocations will be returned to the committee fund in charge of the project, unspent donations will be returned the contributors according to the proportion of the donation.

**Finances**

1. No authorization or allocation can be made in excess of the moneys available in the General Fund.
2. Unless an exception has been given by the Board of Directors, funds which have already been allocated for spending from the General Fund may be spent from the line of credit as long as interest is not accrued and an outstanding balance is not kept.
3. All profits from the sales of items are placed into a related committee's fund (the committee responsible for the item, if applicable) at the Treasurer's discretion.
4. Refunds for membership dues paid within the last 30 days can be authorized at the discretion of the Treasurer or President.
5. Juneau Makerspace must receive a written invoice or receipt prior to payment for any services or goods. This only applies to vendors who regularly provide a written invoice (or receipt) to their customers. If a best effort is not made to provide the treasurer with a written invoice (or receipt) from the respective vendor:
6. Juneau Makerspace will not provide payment for the respective goods or services.
7. If the transaction was already purchased with funds belonging to the Juneau Makerspace, the amount of the respective transaction must be refunded to the Juneau Makerspace.

**How to be a happy member/volunteer in 4 easy steps:**

1. Get membered: Learn how to use the facility and what is available.
2. Get involved: Come down and use the space. Be social and be creative! Help out!
3. Communicate. Ask questions. Make suggestions.
4. Take initiative. JMS is a do-it-yourself space, where we work together as equals and no one is considered a passive cog in the machine. If you have a great idea, share it and lead the way!

Member: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

Parent: \_\_\_\_\_  
(Signed Name, if member is 18 or under)

Phone number where you are most easy to reach: \_\_\_\_\_  
Email (if you are interested in being on our mailing list) \_\_\_\_\_

In case of emergency, please contact:

Name \_\_\_\_\_

Relation \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Thank you so much for becoming a Juneau MakerSpace Member!