

# #HackerLab - Maker Space Rules

## Our goal

Our goal is to help our community of innovative dreamers, designers, and makers have a fun and rewarding experience by providing training, knowledge, and access to exciting tools.

## The Maker Space at Hacker Lab

The Hacker Lab Maker Space contains an impressive collection of tools. We have CO2 laser cutters, Shopbot CNC machines, Oxy, MIG and TIG welders, and lots of 3D printers. You will find a broad collection of exciting woodworking, metalworking, and plastic fabrication tools, saws, planers, jointers, benders, polishers, sand blasters, casting and molding equipment, jewelry benches, and many assorted hand tools. We have some really fun electronics areas with oscilloscopes, function generators, power supplies, logic analyzers, and soldering stations. Also, there are vinyl cutters, large format printers, and industrial sewing machines. Additionally, we have a photo studio for makers who are interested in photography. Our collection of tools is continually growing, because makers need tools that spur their imaginations.

## Conditional Access to the Maker Space

Qualified Hacker Lab members have an opportunity to use our tools to develop their projects, prototypes, and innovative products.

1.0 All of the following conditions must be met before you may enter the Hacker Lab Maker Space.

1.1 You must wear safety glasses, at all times, while you are in the Maker Space.

1.2 You must wear a dust mask or respirator, at all times, while you are in the Maker Space.

1.3 You must have a current Hacker Lab membership that includes access to the Maker Space.

1.4 You must visibly be wearing your Maker Space Pass, at all times, while you are in the Maker Space unless you are attending a Hacker Lab class and are under the supervision of a Hacker Lab teacher.

1.5 You must have attended a Maker Space Orientation class at the Hacker Lab location you wish to use.

1.6 You must have watched, "Power Tool Accidents - They Can Be Prevented", see:  
[https://youtu.be/K\\_\\_vUd59tdo](https://youtu.be/K__vUd59tdo)

1.7 You must be 18 years of age or older, unless you are under constant supervision of your parent, guardian, or a Hacker Lab Teacher.

1.7.1 Children who are under 18 years old may enter the Midtown Maker Space without adult supervision only if they are walking directly to and from the Sacramento Maker Academy. At all other times, children must be in close proximity to and under the control of a parent, guardian, or teacher.

1.8 If your judgment, reaction time, or attention is impaired, you may not enter the Maker Space for any reason.

1.9 You must carefully read, consider, agree to, and sign the Hacker Lab, "General Release of Liability, Waiver of Claims, Assumption of Risks, Indemnity Agreement, Waiver of Right To Trial, and Selection of Mediation" agreement. Hereinafter referred to as the Waiver.

## Non-Members in the Maker Space

2.0 Non-Members and Guests of Members must carefully read, consider, agree to, and sign the Hacker Lab Waiver before they enter the Maker Space, unless they are taking an official staff-guided tour.

2.1 People who are not Hacker Lab members may not use any tools, unless they are attending a Hacker Lab class and are under the direct supervision of the class instructor or they are participating in a Hacker Lab sponsored event and Hacker Lab staff is present, supervising their use of the tools.

## Age Requirements Relating to Tool Use

3.0 To use any tool at Hacker Lab you must be 18 years of age, or older, unless you are under the direct, close, supervision of: (1) your parent, (2) your guardian, (3) a Hacker Lab teacher, or (4) Hacker Lab Staff.

3.1 Children 17 years or younger may not use Hacker Lab tools outside of a Hacker Lab class or Hacker Lab sponsored event, unless they use the tool while they are under the direct, participatory, supervision of their parent or guardian. In addition, their parent or guardian must have taken the appropriate Hacker Lab class that teaches safe operation of the tool or tools the child wishes to use.

## Access to Hand-Powered Maker Space Tools

3.2 Hand-powered tools do not require a class before you may use them. Tools in this

category include screwdrivers, wrenches, metal snips, utility knives, pliers, nippers, hammers, hand saws, planes, chisels, hacksaws, files, clamps, vises, etc. However, we recommend you become familiar with the safe use of these tools before attempting to use them. If you do not know how to use a particular hand-powered, Maker Space tool, contact [john@hackerlab.org](mailto:john@hackerlab.org) or ask a Hacker Lab staff member to assist you.

## **Access to Air and Electrically-Powered Tools**

3.3 Before using an air-powered or electrically-powered tool, you must attend the safety and operation class that covers that tool. Your prior experience using a particular tool is not relevant. Safety training is required for everyone. There are no exceptions to this rule.

3.4 If there is no class listed on the Hacker Lab events calendar for the powered tool you want to use, contact the Maker Space Manager or Maker Space Supervisor at your Hacker Lab, and request an appointment to receive training.

## **Access to Tools - First Read the Manual**

3.5 You may not use any tool in the Maker Space until you read the current safety and operation manual for that tool. You can find the current manual online, at the manufacturer's web site.

## **Wear Your Safety Equipment**

4.0 You may not use any tools in the Hacker Lab Maker Space for any reason, no matter how briefly, if you fail to supply and wear safety equipment that adequately protects you from all hazards present at the time you use the tool.

4.1 You must purchase and at all times wear safety equipment that can adequately protect you from all hazardous environmental conditions in the Maker Space. For instance, if there is dust in the air, you must supply and wear an adequate respirator or a dust mask. If there are paint fumes or welding fumes in the air, you must supply and wear an appropriate organic vapor respirator. If you are going to be exposed to welding flash, you must supply appropriate clothing, a welding helmet or welding goggles, or stay behind a welding shield. If there are loud noises, you must supply and wear ear plugs or ear muffs.

4.2 You should purchase and use your own eye, ear, lung, hand, and body protection safety equipment. You should provide your own anti-fog, full-face shield or safety glasses, an appropriate organic vapor respirator, or at least an N95 dust mask, adequate hearing protection, safe foot wear, and any other safety equipment that is appropriate for the hazards that are present in the Maker Space.

4.3 If other people are not wearing adequate safety equipment while using our tools, that does not mean you may use our tools without adequate safety equipment. You must wear adequate safety equipment at all times.

4.4 If you did not bring your safety equipment and cannot locate adequate safety equipment at the Maker Space, then you must leave the Maker Space and go get your appropriate safety equipment.

4.5 If you see someone using our tools without adequate safety equipment, you are encouraged to remind them to put on their safety equipment.

4.6 Hacker Lab provides some safety equipment. Typically we have safety glasses, N95 dust masks, ear plugs, and some welding related safety equipment for your use, should you forget to bring your own. However, you should purchase and use your own eye, ear, lung, hand, and body protection safety equipment.

4.7 You will be shown where the safety equipment is stored in the Hacker Lab where you are taking the Maker Space Orientation Class. If you should visit another Hacker Lab location, be sure to ask the receptionist to show you where their safety equipment is stored.

## Dress Appropriately

5.0 When in the Maker Space, you should not wear loose or baggy clothing, long sleeves, rings, bracelets, necklaces, or have loose long hair. Any of these could become entangled in machinery and are a safety hazard.

## First Conduct a Safety Inspection

6.1 Remember, you are not at home with your tools carefully stored in the exact condition they were in when you last used them. The person who used the tool before you may have damaged the tool and then failed to mark it, "Out of Service".

Before you use a tool at Hacker Lab, you must conduct a safety inspection of the tool. The method of inspection varies with each tool. For instance, if you are checking an electrically powered tool, start by unplugging the tool and comparing the physical condition of the tool with the photographs and drawings of the tool, as shown in the manufacturer's instruction manual. Look for anything that does not look right. Check that all moving parts move as expected. Look for frayed wires, bent parts, broken parts, chips, dents, cracks, burn marks, etc. If you find something that looks wrong, do not use the tool. Do not attempt to repair the tool. If the tool appears to be in working order, make sure the power switch is off, then plug in the tool. Using proper safety techniques, turn on the tool. Listen and observe. If something sounds or looks wrong, do not use the tool. Turn the tool off. Unplug it. Do not attempt to repair the tool yourself.

## Report Damaged or Defective Tools

6.2 The moment you have any reason to believe a tool is not working properly, is missing a part, or is unsafe, stop using the tool. If the tool is an electric tool, immediately turn it off and unplug it. Members may not attempt to repair any Hacker Lab tool(s). Immediately report damaged or defective tools to our Maker Space Manager, [john@hackerlab.org](mailto:john@hackerlab.org). Put an "Out-of-Order" sign on the tool. "Out-of-order" signs are available at the reception desk. A member's failure to report a defective tool or a member's attempt to repair or use a tool that has been marked out-of order shall be cause for immediate fine, suspension, or termination of membership.

## Focused, Alert Attention Will Help Keep You Safe

7.0 Never operate any tool in the Maker Space if you are under stress, angry, distracted, rushed, and/or impaired. If your judgment, reaction time, or attention is impaired, for any reason, you may not enter the Maker Space or use any tools at Hacker Lab. One moment of inattention can lead to a life-changing injury.

7.1 Do not startle or distract anyone who is using a tool. Do not distract others. Do not run, frolic, shove, push, chase, play, throw, kick, or exhibit any similar inappropriate behavior while in the Maker Space.

## Common Sense

8.0 If you are not sure how to use a tool, ask for help.

8.1 Only use tools for their intended purpose.

8.2 Do not leave tools on assembly benches, unless they are currently being used.

8.3 After using a tool, inspect the tool for damage. If it is ok, clean it, and put it away.

## Tool with Reservations - Tools without Reservations

9.0 If you have access to the Maker Space, you may reserve a tool if it is listed on the bookings page, at [hackerlab.org](http://hackerlab.org).

9.1 You may reserve most tools for one, two-hour period per day.

9.2 You may not reserve a tool more than one week in advance of your reservation date.

9.3 All reservations shall be made online at [member.hackerlab.org](http://member.hackerlab.org).

9.4 Members without a reservation shall have five minutes to relinquish a tool to a member who has the tool reserved. Members who do not use the tool within 30 minutes of their reservation start time, shall lose their reservation. A Hacker Lab class that needs to use a tool shall take precedence over all tool reservations.

9.5 If a member has a special project that will take more than two hours to complete, they must request prior approval from our Maker Space Manager, [john@hackerlab.org](mailto:john@hackerlab.org) or our Rocklin Maker Space supervisor, [roger@hackerlab.org](mailto:roger@hackerlab.org).

9.6 Some tools may not be reserved. Tools in this category include, in part, the table saw, the miter saw, the planer, the sanders, and the joiner. A Hacker Lab member may not use a tool, that may not be reserved, for more than one four (4) hour period per day. This ensures that all members will have access to our tools.

9.7 If a member needs to use a tool for more than four hours, they must request prior approval from our our Maker Space Manager, [john@hackerlab.org](mailto:john@hackerlab.org) or our Rocklin Maker Space Supervisor, [roger@hackerlab.org](mailto:roger@hackerlab.org).

## Expectation of Availability

10.0 We work hard to keep all of our tools in working order and available for use by our members at all times. However, we do not guarantee that a particular tool will be working or available when you need to use the tool. Plan your tool use accordingly.

10.1 Your membership does not include guaranteed access to a particular tool, tools, and/or access to the Maker Space.

10.2 Do not make business or other commitments that require you to have access or continued access to the Maker Space or to particular tools in the Maker Space.

## Member Duty to Keep the Maker Space Clean

11.0 Everyone who uses the Maker Space is responsible for keeping the Maker Space clean and safe. That means that some of the time you spend in the Maker Space will be spent straightening, putting away tools, cleaning work surfaces, sweeping, vacuuming, wiping up, moping, etc. Do not leave a mess behind you, even if it was a mess when you arrived. Always put tools and equipment back in their proper location.

11.1 You are responsible for emptying the dust vacuum before you use it and properly securing the bag and filter in place before turning the vacuum on.

11.2 You are responsible for emptying the dust vacuum every time you use it.

11.3 If you use a tool that creates wood dust or plastic dust, you must vacuum up all dust before you leave the Maker Space. Leaving dust on the floor creates a slip and fall hazard.

## **Member Materials, and Projects at Hacker Lab – Your Stuff**

12.0 You may not bring your materials and projects to Hacker Lab for more than four (4) hours unless they are subject to one of the following exceptions.

12.1 You have rented a storage space from Hacker Lab, and your materials and projects fit entirely within your rented storage space, or

12.2 Wood, metal, and plastic may be stored for a maximum of 60 days in Hacker Lab storage racks, if all three of the following conditions have been met:

12.2.1 The material can fit easily, safely, and entirely within the appropriate storage rack(s) and,

12.2.2 The material is clearly labeled with your full name and,

12.2.3 The material is clearly labeled with a date 60 days from the date that it was first brought to Hacker Lab. You may not change the original date to extend the storage time.

12.3 Any material that is not properly labeled, dated, and stored or left for longer than 60 days shall immediately become the property of Hacker Lab, without notice or duty of compensation to the prior owner. Hacker Lab may, without notice or duty of compensation to the prior owner, discard, destroy, sell, or transfer said material to another.

12.4 Member projects may be stored at Hacker Lab for a maximum of 12 hours, only if John, Christina, Nile, Roger, or Eric have signed and attached a Temporary Storage Form.

12.5 After seven days, said Projects with expired Temporary Storage Forms shall immediately become the property of Hacker Lab, without notice or duty of compensation to the prior owner. Hacker Lab may, without notice or duty of compensation to the prior owner, discard, destroy, sell, or transfer said project to another.

## **Temporary Storage Forms**

13.0 Temporary Storage forms are available at the reception desk. Temporary storage forms must be signed by John Sonderegger, our Maker Space Manager, [john@hackerlab.org](mailto:john@hackerlab.org), Nile Mittow, our Engineer, [nile@hackerlab.org](mailto:nile@hackerlab.org), Roger Mulkey our Rocklin Maker Space Supervisor, [roger@hackerlab.org](mailto:roger@hackerlab.org), Eric Ullrich, our Chief Operations Officer, [eric@hackerlab.org](mailto:eric@hackerlab.org) or, Christina, our Site Lead in Sacramento and Rocklin, [christina@hackerlab.org](mailto:christina@hackerlab.org). No one else is authorized to sign a Temporary Storage form.

## Rental Storage Space

14.0 We offer for rent a limited number of Offices, Shelves, Lockers, Maker Space Tool Cages, Space in our off-site Storage Unit. If you are interested in renting storage space at any Hacker Lab location, contact [eric@hackerlab.org](mailto:eric@hackerlab.org).

## No Bailment

15.0 Hacker Lab refuses to accept responsibility for damage, loss, theft, or other change(s) in condition that may occur while members' materials, tools, projects, computers, phones and/or other property is at Hacker Lab. No bailment is created by leaving property of any type at Hacker Lab.

## Member Owned Tools, Tool Cabinets, Tool Carts, Benches, Etc.

16.0 Before bringing anything to Hacker Lab, such as but not limited to, Tools, Supplies, Equipment, Parts, Accessories, Chemicals, Liquids, Gasses, Paints, Stains, Storage Systems, and/or other items, you must first contact our Maker Space Manager, John Sonderegger, [john@hackerlab.org](mailto:john@hackerlab.org) or the Rocklin Maker Space Supervisor, Roger Mulkey, [roger@hackerlab.org](mailto:roger@hackerlab.org) to: (1) get permission to bring the item(s) into Hacker Lab, (2) have the item(s) safety inspected., (3) sign the appropriate liability and indemnity documents, and (4) rent the appropriate storage space for your item.

## Safety

17.0 All members must complete the Maker Space Orientation Class. All Members must be able to identify the fire extinguishes, first aid cabinet, eye wash stations, and Hacker Lab supplied safety equipment locations.

All Hacker Lab Maker Spaces are equipped with multiple fire extinguishers. There is a first aid cabinet stocked with supplies to treat minor cuts and burns. There are emergency eyewash bottles or eyewash stations. Familiarize yourself with the location of the fire extinguishers, the first aid cabinet and the eyewash resources.

## What to do in the event of a Fire

18.0 Most fires start small but increase in size very quickly. We do not expect you to fight fires. If you see a fire, call 911, alert others and evacuate the building. If you choose to attempt to put out a fire with a fire extinguisher, do the following in this order;

**Step 1** - Ask someone to call 911. If no one else is available, call 911.

**Step 2** - Ask someone to alert others to the danger. If no one is available, alert others to the danger.



**Step 3-** If you believe you can safely put out the fire with a fire extinguisher:

- A. Pull the correct Fire Extinguisher from the wall.
  - i. The Halotron extinguisher is for laser cutter fires,
  - ii. The ABC extinguishers are for all other fires.
- B. Pull the pin from the extinguisher.
- C. Aim the fire extinguisher at the base of the fire.
- D. Squeeze the trigger.
- E. Sweep the extinguisher back and forth, left, right, left, while putting out the flames from bottom to top. If you cannot quickly and safely control the fire, exit the building, call 911, and wait for the fire department.

## How to handle Small Laser Cutter Fires

19.0 When using the Laser Cutter, make sure that you have the air assist compressor turned on. This will lessen the chance that a fire will start. You must stay with the laser cutter and watch for fire until the cut completes. Never walk away from a running laser cutter.

Typically, when a fire starts in the laser it will start small, like a candle flame. The moment you see the fire start, press the Start/Pause button. Move the laser head out of the way. Remain calm. Carefully open the Laser lid. Use the Halotron fire extinguisher to put out the fire as described above. Immediately inform Hacker Lab staff of what just occurred.

## How to Treat Minor Eye Injuries

20.0 If you should get a foreign object or chemicals in your eye(s), do not rub your eye(s).

20.1 Ask other members to call 911.

20.2 Proceed directly, carefully, and rapidly to the closest eyewash station.

20.3 At the sink, turn on the water.

20.4 Adjust the temperature of the water so that it is cool or tepid.

20.5 Turn on the eye wash bubblers and adjust the flow.

20.6 Hold your eyes open with your fingers and position your eyes so that the stream of water floods your eyes.

20.7 Keep your eyes in the stream of water and allow the water coming from the bubblers to gently rinse your eyes for a minimum of 20 minutes.

20.8 After rinsing your eyes, seek medical attention.

## **No Guarantee or Warranty of Fitness for use**

21.0 Hacker Lab offers no guarantee or warranty of any kind regarding the safety or accuracy of any information, techniques, and/or methods presented in the Maker Space Classes, the Maker Space supplemental materials, and/or the Maker Space demonstrations. Hacker Lab offers no guarantee or warranty of any kind regarding the safety or fitness for use of any mechanical, electrical, or air-powered tools, equipment, or facilities at Hacker Lab.

## **Financial Responsibility**

22.0 If you damage or break a Maker Space tool, you are financially responsible for repair or replacement of the tool, at Hacker Lab's discretion, within 90 days.

## **General Maker Space Rules.**

23.0 Clean up after yourself. Put all tools in their proper place.

24.0 Stay close to the emergency stop controls while operating the Shopbot and other CNC machines.

25.0 Lower the table saw blade into the table after using the table saw.

26.0 Lower the band saw blade cover/guide when not cutting.

27.0 Never leave a chuck key in a chuck.

28.0 Put all tools where they belong before you leave.

29.0 Do not build, store, or use anything that is illegal at Hacker Lab.

30.0 Do not open the roll-up door between 10 pm and 7 am.

31.0 Do not leave the roll-up door up if you are not going to be close to the door.

32.0 Do not leave the laser cutter while it is operating

33.0 Do not operate the laser cutter without turning on the air assist pump.

34.0 Do not operate the laser cutter without turning on the exhaust blower.

35.0 Do not turn off the laser cutter water chiller.

- 36.0 Do not sleep at Hacker Lab.
- 37.0 Do not enter the Maker Space if your judgment, reaction time, or attention is impaired.
- 38.0 Alcoholic beverages are not permitted in the Maker Space.
- 39.0 You must leave the Maker Space if you become tired.
- 40.0 Smoking and/or the use of vapor products is not permitted inside Hacker Lab.
- 41.0 No food is permitted in the Maker Space.
- 42.0 Spray painting is not permitted inside the Maker Space.
- 43.0 Spray painting is not permitted outside the Maker Space unless it is specifically authorized by John Sonderegger or Roger Mulkey.
- 44.0 Except for casting metal using the spin-caster in the Jewelry Room (after taking the appropriate class) metal foundry work, melting metal, and casting metal is not permitted anywhere inside or outside of Hacker Lab, Inc.
- 45.0 Fiberglass and carbon fiber layup is prohibited unless low VOC epoxy matrix is used.
- 46.0 Do not use resins that emit Styrene monomer vapors, such as polyester resin.
- 47.0 Do not expose Hacker Lab to ceramic, fiberglass, or carbon fiber dust or particles.
- 48.0 Do not cut cured fiberglass or carbon fiber composites inside Hacker Lab.
- 49.0 Before bringing any gas, air, or electric-powered tools into the Maker Space, you must get permission from the Maker Space Manager.
- 50.0 All Pets must be on a leash at all times and no more than two feet from their handler.
- 51.0 When using the Shopbot, you must follow the step-by-step method set forth in the Shopbot 100 Handout.
- 52.0 When using the Shopbot, you may not cut into the spoil board more than 0.010" (ten thousandths of an inch).
- 53.0 You must attach your own spoil board on top of our spoil board before cutting, if you intend to cut deeper into the spoil board than 0.010".

54.0 Never plug in or turn on an electric tool that has an out-of-order sign attached.

55.0 You must provide your name and show proof of the classes you have attended when asked by Hacker Lab management or Staff.

56.0 You must leave the Maker Space when asked by Hacker Lab management or staff.

## Consumable Tools and Supplies

56.0 Hacker Lab does not supply consumable Tools or Supplies such as, but not limited to, project materials, screws, nails, nuts, bolts, glues, sandpaper, sanding belts, steel wool, paint, woods, plastics, metals, stains, finishes, electronic components, welding rod, welding wire, tungsten electrodes, grinding discs, photographic chemicals, photographic paper, or similar items, etc. With very few exceptions, members must provide all items that are consumed in the creation of Maker Space projects.

## Enforcement of the Rules

57.0 All members of Hacker Lab are responsible for their own safety and for the safety of those around them. If you see a member who is in violation of our Maker Space rules, you are encouraged to gently and politely tell the member suspected of violating a rule why you feel they are violation of our rules. You are encouraged to politely ask them to comply with the Hacker Lab rules.

58.0 We ask that you help Hacker Lab by reporting any Maker Space rule violations to John, [john@hackerlab.org](mailto:john@hackerlab.org).

59.0 Failure to enforce, fully enforce, or equally enforce, a Maker Space Rule shall not act as a waiver of said rule and/or the right to enforce the rule in the future.

60.0 Penalties for violating the Maker Space rules are as follows:

61.0 Violation of any Hacker Lab Makerspace Rule may result in a warning, a fine (\$25 to \$200), a fine and suspension of membership (up to 30 days), and/or termination of membership. Choice of which specific penalties apply for violating a Makerspace Rule is solely at the discretion of the Maker Space Manager.

## Removal Rights

62.0 We reserve the right to refuse anyone access or continued access to Hacker Lab, without regard to prior access, membership status, payment history, or any other factor.

63.0 We reserve the right to refuse anyone access or continued access to Hacker Lab without prior notice written or otherwise, without explanation, without duty of compensation or

consequential damages, at any time, for any reason not prohibited by statute.

## Modification and Notice of Rule Changes

64.0 Hacker Lab reserves the right to retroactively change, add, remove, modify, and/or update any Maker Space rule, term, and/or condition without prior notice to our members. The current Maker Space Rules are always available from John Sonderegger, the Maker Space Manager [john@hackerlab.org](mailto:john@hackerlab.org). Additionally, copies of the Maker Space Rules are available from the receptionist.

## Hacker Lab Managers

Eric Ullrich, Chief Operations Officer, [eric@hackerlab.org](mailto:eric@hackerlab.org).

John Sonderegger, Maker Space Manager [john@hackerlab.org](mailto:john@hackerlab.org)

Roger Mulkey, Rocklin Maker Space Supervisor [roger@hackerlab.org](mailto:roger@hackerlab.org)

Christina Granados, Member Services Lead, [christina@hackerlab.org](mailto:christina@hackerlab.org)

**Hacker Lab Maker Space Rules**  
**Written Notice of Violation**

TO: \_\_\_\_\_  
member's name

You have violated rule(s) \_\_\_\_\_,

as set forth in version \_\_\_\_\_ of the Maker Space Rules.

( ) You have been given one or more verbal warnings. (Verbal warning is not required.)

This is your 1<sup>st</sup> 2<sup>nd</sup> 3<sup>rd</sup> 4<sup>th</sup> Written Notice of a Rule Violation.

The penalty that applies for violating a Hacker Lab Rule shall rest solely with the Maker Space Manager or Maker Space Supervisor. A written violation can result in a warning, a fine, a fine and suspension, or termination of membership.

Your Penalty:

( ) Warning.

( ) Fine / Amount \$25 / \$50 / \$100 / \$200 due and payable today. If you can not pay the full amount today, your membership shall be suspended until the fine is paid in full. Please make checks payable to Hacker Lab, Inc., 2533 R Street, Sacramento, CA 95816.

( ) \_\_\_\_\_ Day Suspension of Membership. You may return to Hacker Lab on \_\_\_\_\_.

( ) At Time: \_\_\_\_\_ on Date: \_\_\_\_\_ Your Hacker Lab membership is hereby terminated. You are required to immediately turn over your RFID fob and remove your property from Hacker Lab. All rights to enter on Hacker Lab, Inc. property are terminated. Future entry on any Hacker Lab, Inc. property shall be considered trespassing.

( ) Other Penalty \_\_\_\_\_

\_\_\_\_\_  
Hacker Lab Maker Space Manager or  
Maker Space Supervisor

\_\_\_\_\_  
Date

# **Temporary Storage Form**

We do not want unattended projects, materials, and/or tools left in the Maker Space.

If you are present in the Maker Space, you are allowed to have your projects, materials, and tools in the Maker Space. If you leave the Maker Space, for more than four hours, you must remove your property from the Maker Space or you must store your property in your rented storage space.

Any time you leave a project, materials, or tools unattended in the Maker Space for more than four hours, you must have this form signed by John, Roger, Christina, Nile or Eric. No one else has the authority sign this form. If anyone other than John, Roger, Christina, Nile, or Eric sign this form your projects, materials, and tools will be subject to disposal without compensation. If one of the people authorized to sign this form is not available, then you must remove your projects, materials, and/or tools from the Maker Space immediately or store them in your rented storage space.

The properly signed form must be firmly attached to your property.

You will have a maximum of 12 hours from the time the form is signed, to remove your property from the Maker Space.

Describe each item you want to store:


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Clearly Print your Name

Telephone number

Date

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Signature of John, Roger, Christina, Nile, or Eric

TIME.

DATE.