

#HackerLab - Maker Space Rules

Our goal

Our goal is to help our community of innovative dreamers, designers, and makers have a safe, 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. Our collection includes woodworking, metalworking, and plastic fabrication tools. We have laser cutters, CNC machines, 3D printers, saws, planers, jointers, benders, polishers, sand blasters, casting and molding equipment, jewelry benches, and many fine precision hand tools. You will find tools for electronics fabrication such as oscilloscopes, function generators, power supplies, logic analyzers, and soldering stations. We have plasma cutters, large format printers, and sewing machines and sergers. We have a photo studio with photographic and lighting equipment for makers who are interested in video and still photography. We have computers with awesome collections of art and design software. But we are not satisfied. We are constantly growing our collection because makers need tools.

Conditional Access to Hacker Lab

Hacker Lab members have a qualified opportunity to access our building and use our tools to develop their projects, prototypes, and innovative products.

- 1.0 You must read and agree to all terms and conditions set forth in the membership contract.
- 1.1 You must read and agree to all terms and conditions of the Hacker Lab Maker Space Rules.
- 1.2 You must read, 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.
- 1.3 You must attend the Maker Space Orientation class and watch, "Power Tool Accidents - They Can Be Prevented", see: https://youtu.be/K__vUd59tdo
- 1.4 You may not enter Hacker Lab if your temperature is above 99.4, if you have a cough, if you feel fatigue, if you feel aches, if you have difficulty breathing, if you have a sore throat, if you have flue symptoms, if you have a headache, or if you have congestion.
- 1.5 Before entering Hacker Lab and at all times while you are in the building, you are required to wear a mask that completely covers your nose and mouth at all times. No Exceptions.
- 1.6 You must stay at least six (6) feet from other people, as long as doing so is safe.

1.7 Before entering the Maker Space, you must provide and wear all safety equipment that is necessary to keep you safe while you are in the Maker Space. The safety equipment you must provide will vary with the hazards you are exposed to while you are in the Maker Space. Your safety is both your responsibility and duty.

1.8 While in the Maker Space, everyone must wear eye protection.

1.9 You must visibly be wearing your Maker Space Pass, unless you are attending a Hacker Lab class supervised by a Hacker Lab teacher.

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

Non-Members in the Maker Space

2.0 Due to government orders issued in response to the Covid19 emergency Non-Members and Guests of Members are not allowed in Hacker Lab. No Exceptions.

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 that the child wishes to use.

Access to Hand-Powered Maker Space Tools

4.0 Most hand-powered tools do not require a safety and training 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 our Maker Space Manager, John Sonderegger, john@hackerlab.org or ask a Hacker Lab staff member to assist you.

4.1 You are required to attend a safety and training class prior to using the JD Squared Model 32 metal bender. Contact the Maker Space Manager for an appointment.

Access to Air and Electrically-Powered Tools

5.0 Before using an air-powered or electrically-powered tool for the first time and every two years thereafter, 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, every two years. There are no exceptions to this rule.

5.1 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 and request an appointment to receive training.

Access to Tools - First Read the Manual

6.0 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

7.0 Due to the SARS-COV-2 virus outbreak, you are required to supply and wear a face mask that covers both your nose and mouth, while you are in Hacker Lab. Also, you must practice social distancing and stay at least 6 feet from others, while you are in Hacker Lab.

7.1 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.

7.2 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.

7.3 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.

7.4 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.

7.5 If you are not wearing adequate safety equipment you must immediately leave the Maker Space.

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

7.7 Hacker Lab provides some safety equipment. Typically we have safety glasses, 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.

Dress Appropriately

8.0 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

9.0 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

10.1 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. 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 is Required

11.0 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.

11.1 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

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

12.1 Only use tools for their intended purpose.

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

12.3 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

13.0 If you have access to the Maker Space, you may reserve a tool if it is listed on the bookings page, at hackerlab.org. To do so, visit hackerlab.org, log in, and select browse tools from the drop-down window at top of the page.

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

13.2 You may reserve a 3D printer for one 12 hour period every two days.

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

13.4 All tool reservations shall be made online by visiting hackerlab.org. After logging in select "Maker Space" then select "Browse Tools" from the drop down menu.

13.5 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.

13.6 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.

13.6 Some tools may not be reserved. Without a reservation, a member may not use a tool for more than one four (4) hour period per day. Tools that may not be reserved and therefore may not be used for more than one four (4) hour period per day include, in part, the table saw, the miter saw, the planer, the band saws, the sanders, and the joiner.

13.7 If a member needs to use a tool for more than four hours, they must request prior approval from our Maker Space Manager, john@hackerlab.org.

Expectation of Availability

14.0 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.

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

14.2 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

15.0 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.

15.1 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.

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

15.3 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

16.0 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:

16.1 You have (1) rented a storage space from Hacker Lab, (2) your materials and projects fit entirely within your rented storage space, and (3) your projects and materials are kept within your storage space when not being actively worked on.

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

16.2.1 The material can fit easily, safely, and entirely within the designated area of the appropriate storage rack(s) and,

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

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

16.3 Any material that is not properly labeled, dated, and is stored 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.

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

16.5 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.

16.6 No member may leave materials or projects in the Maker Space, outside of their paid storage area, for more than 4 hours, unless (1) the member is present in the Maker Space and is actively working on their project, or (2) the member is using the materials in question or (3) there is a valid Temporary Storage Form attached to the project or materials.

Temporary Storage Forms

17.0 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, Nile Mittow, our Chief Technology Officer, nile@hackerlab.org, Christina, our Member Services Lead, christina@hackerlab.org, or Eric Ullrich, our Chief Operations Officer, eric@hackerlab.org. No one else is authorized to sign a Temporary Storage form.

Rental Self-Storage Space

18.0 We offer for rent a limited number of Lockers, Shelves, and Storage Cages in our Maker Space. If you are interested in renting storage space contact christina@hackerlab.org or eric@hackerlab.org.

No Bailment

19.0 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.

20.0 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@hackerlab.org to: (1) get permission to bring the item(s) into Hacker Lab, (2) have the item(s) safety inspected., (3) you must sign the appropriate liability and indemnity documents, and (4) rent the appropriate storage space for your item, and (5) you must sign the Hacker Lab Tool Agreement Form.

Safety

21.0 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

22.0 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, you need to alert others to the danger.

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

- A. Remove 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

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

23.1 Ask other members to call 911.

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

23.3 At the sink, turn on the water.

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

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

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

23.7 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.

23.8 After rinsing your eyes, seek medical attention.

No Guarantee or Warranty of Fitness for use

24.0 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

25.0 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.

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

27.0 Lower the Table Saw blade into the table after using the table saw.

28.0 Lower the Band Saw blade cover/guide when not cutting.

29.0 Never leave a Chuck Key in a chuck.

30.0 Put all tools where they belong before you leave.

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

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

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

34.0 Do not leave the Laser Cutter while it is operating

35.0 Do not operate the Laser Cutter without turning on the air assist.

36.0 Do not operate the Laser Cutter without turning on the exhaust blower.

37.0 Do not turn off the Laser Cutter water chiller.

38.0 Do not sleep at Hacker Lab.

39.0 Do not enter the Maker Space if your judgment, reaction time, or attention is impaired.

40.0 Alcoholic beverages are not permitted in the Maker Space.

41.0 You must leave the Maker Space if you become tired.

42.0 Smoking and/or the use of vapor products is not permitted inside Hacker Lab.

43.0 No food is permitted in the Maker Space.

44.0 Painting and staining using non-water based materials is not permitted inside the Maker Space. You may not apply non-water based paint, dry it, or store freshly painted objects at Hacker Lab.

45.0 If you need to spray paint or apply stain, first contact our Maker Space Manager, john@hackerlab.org. The only place you may apply and dry paint is inside the dumpster enclosure, behind the dumpster. Drying projects must remain outside the building.

46.0 Metal foundry work, melting metal, and casting metal is not permitted anywhere inside or outside of Hacker Lab unless you have the written permission of John, john@hackerlab.org.

47.0 Fiberglass and carbon fiber layup is prohibited unless low VOC epoxy matrix is used.

48.0 Do not use any hazardous materials that emits noxious vapor, such as, but not limited to, resins that emit Styrene monomer vapors, such as polyester resin.

49.0 Do not expose Hacker Lab to ceramic, fiberglass, or carbon fiber dust or particles.

50.0 Do not cut cured fiberglass or carbon fiber composites inside Hacker Lab.

51.0 Before bringing any gas, air, or electric-powered tools into the Maker Space, you must get permission from the Maker Space Manager.

52.0 All Pets must be on a leash at all times and not more than two feet from their handler.

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

54.0 When using the Shopbot, you must follow the step-by-step method set forth in the Shopbot 100 Handout.

55.0 When using the Shopbot, you may not cut into the Spoil Board more than 0.010" (ten thousandths of an inch).

56.0 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".

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

58.0 Auto repair, of any kind, is not permitted on Hacker Lab property.

59.0 Project vehicles may not be parked on the paved parking lot in front of Hacker Lab.

60.0 Project vehicles, that are actively undergoing interior customization, may be parked along the South side of Hacker Lab for a maximum of 12 hours out of each 24 hour period. Any project vehicle parked longer than 12 hours will be towed at the owners expense.

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

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

63.0 You may not use a laser if the laser's chiller temperature is 24 degrees or higher.

64.0 You must remove your 3D printed objects with in 10 minutes after they have printed.

Consumable Tools and Supplies

65.0 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

66.0 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.

67.0 We ask that you help Hacker Lab by reporting any Maker Space rule violations to John, john@hackerlab.org.

68.0 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.

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

69.1 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.

Non-Member Access and Non-member Property

70.0 Due to government orders issued in response to the Covid19 emergency Non-Members and Guests of Members are not allowed free entry. People who are interested in seeing what Hacker Lab has to offer must contact christina@hackerlab.org to make an appointment for a staff supervised guided tour by appointment. All Covid19 safety screening restrictions shall apply.

70.1 Access to Hacker Lab is limited to Hacker Lab members.

70.2 Members shall not permit non-members and/or guests to enter Hacker Lab.

70.3 Members shall not leave the front door open, unless the receptionist is present.

70.4 If you are not a Hacker Lab member and you leave property at Hacker Lab, it will be taken to the local Police Property and Evidence Facility. The Sacramento City Police, Property and Evidence facility is located at 555 Sequoia Pacific Blvd., Sacramento, CA Phone: (916) 808-5237. You will have 60 days to contact the police and retrieve your property.

Removal Rights

71.0 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. 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

72.0 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, john@hackerlab.org. Additionally, copies of the Maker Space Rules are available from the receptionist.

Hacker Lab Management

Chief Operations Officer, Eric Ullrich: eric@hackerlab.org.

Tiffany Chand, Operations Specialist: tiffany@hackerlab.org

John Sonderegger, Maker Space Manager: john@hackerlab.org (775) 772-8052

Nile Mittow, Engineer: nile@hackerlab.org

Christina Granados, Member Services Lead, 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 1st 2nd 3rd 4th 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 cannot 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

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 remove your projects, materials, and/or tools from the Maker Space immediately or store them in your rented storage space unless you have this form signed by John, Christina, Nile, or Eric. No one else has the authority sign this form. 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. Read Rule 12 et. seq.

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:

Clearly Print your Name

Telephone number

Date

Signature of John, Christina, Nile, or Eric

TIME.

DATE.

HACKER LAB, INC. TOOL AGREEMENT

Tool(s) Brought to Hacker Lab, Inc. for Exclusive Use by the Owner of the Tool(s).

Members of Hacker Lab and other people who bring tool(s) to Hacker Lab, Inc. for their personal use shall be solely responsible for all losses, injuries, damages, and/or attorney fees suffered by themselves and/or any other person, which has resulted directly and/or indirectly from the presence and/or use of said tool(s) on Hacker Lab property, without regard to the condition of the tool(s), how the tool(s) was/were used at the time of injury or loss, and/or who was using the tool(s). Members of Hacker Lab and other people who bring tool(s) to Hacker Lab, Inc. are responsible for removing their tool(s) from Hacker Lab, immediately after they have been used, or for locking the tool(s) in their rented storage space when the tool(s) is/are not being used.

Tool(s) Loaned to Hacker Lab, Inc. for use by Hacker Lab and its Members.

All tool(s) loaned to Hacker Lab, Inc. for use by Hacker Lab, Inc. and its members shall remain the property of the owner of the tool(s). Replacement, repair, or maintenance of said tools(s) shall remain the responsibility of the owner of the tool(s). The owner of the loaned tool(s) shall regularly inspect and maintain said tool(s) in safe operating condition, without regard to inspections and maintenance performed by Hacker Lab, Inc. Hacker Lab, Inc shall not be liable to the tool(s) owner for theft, loss, damage or wear while the loaned tool(s) is/are on Hacker Lab, Inc. property. No bailment shall be created by loaning tool(s) to Hacker Lab. The owner of the tool(s) shall remain liable for all damages, injuries, losses, and/or attorney fees resulting from the proper or improper use of the loaned tool whether it is properly or improperly maintained.

Tools Donated to Hacker Lab, Inc.

All tool(s) donated or sold to Hacker Lab, Inc. shall become the sole exclusive property of Hacker Lab.

I, _____,
(print your name)

agree to be bound by the above tool agreement terms and conditions.

I am going to be the only person who will use the tool(s) listed directly below.

I loaning the tool(s) listed directly below to Hacker Lab, Inc. for use by Hacker Lab members.

I am hereby transferring all right and title to the tool(s) listed directly below to Hacker Lab, Inc.

Sign

Date

Accepted By

Date