



Lacey MakerSpace User Agreement and Code of Conduct

The Golden Rule: RESPECT ALL PEOPLE, equipment and space.

At Lacey Makerspace (LMS), we are dedicated to cultivating a creative community where everyone—employees, volunteers, members, and guests—is treated with fairness, respect, and dignity. This commitment extends to all interactions within our space, on LMS-managed communication platforms, and at outside events. Our organization thrives on the diversity of perspectives brought by members from various backgrounds and abilities, enriching our community with innovation and collaboration.

This document serves as both our User Agreement and Code of Conduct. By participating in the LMS community, you agree to uphold these values and abide by our policies. It is your responsibility to remain informed about any updates to our policies, which may be revised periodically to ensure a safe and inclusive environment for all.

What We Expect:

- **Embody and Support Our Mission:** Demonstrate and promote our mission through your behavior and communications.
- **Embrace and Advocate for Inclusion and Diversity:** Foster an inclusive and diverse community.
- **Respect:** Show respect for yourself, others, and property of LMS. This applies to interactions within our space, at LMS events, and across LMS-managed communication channels, including Discord and other forums.
- **Respect Staff Workstations and Staff-Only Areas:** Please do not sit at staff workstations or enter areas labeled as staff-only unless granted permission. This ensures staff can work efficiently and maintain a smooth operation.
- **Considerate Behavior:** Be respectful of those around you; avoid language or actions that might reasonably make others uncomfortable.
- **Ensure Safety:** Prioritize safety in all activities within the space.
- **Adhere to Hours:** Be respectful of LMS hours of operation and events. This includes allowing yourself ample time to clean your workspace before leaving for the day.
- **Stay Informed:** It is the user's responsibility to adhere to all posted signage and stay informed of updates through emails, Discord, posted signage, etc. This includes information about closures, restricted areas, equipment safety, and other important notifications.

- Badge Usage: Members must sign in and out with their badges at the reception desk upon every visit. As a safety measure, badges are required to activate much of the equipment in the space. Please ensure you have your badge with you at all times.

Non-Discrimination Policy

LMS does not discriminate against any person, population group, or organization based on categories protected by applicable United States law. These include, but are not limited to, race, color, religion, sex, gender expression, physical appearance, language, educational background, national origin, age, disability, and veteran status.

Anti-Harassment Policy

Harassment is prohibited and will not be tolerated. Any person who feels they have been the victim of harassment should ask the harasser to cease the behavior if they feel safe doing so. Users asked to stop any harassing behavior are expected to comply immediately. Harassment includes the following, without limitation:

- Offensive comments related to race, religion, gender, gender identity and expression, sexual orientation, disability, or physical appearance.
- Deliberate intimidation by words, gestures, body language, or menacing behavior.
- Unwelcome physical contact or sexual attention.
- Comments directly intended to bully, belittle, offend, or otherwise cause discomfort.
- Individually photographing, videoing, or making sound recordings of other users without their consent (this does not include LMS-operated overhead cameras or LMS promotional photos).
- Sustained disruption of talks or other events.
- Sexually graphic or otherwise inappropriate images in public spaces.
- Threats of violence.
- Advocating for or encouraging any of the above behavior

General Use Policies:

Parking at LMS

We are collaborating with the college to enhance parking options for convenient access to our facilities. Until alternative solutions are established, please adhere to the following guidelines:

Additional parking is available on a first-come, first-served basis in nearby lots:

- Lot H: Parsons Hall
- Lot I: Baran/Spangler Hall
- Lot K: Charneski Recreation Center
- Lots N & O: Marcus Pavilion

Please refrain from parking in the fire lane (the half circle) between LMS and Parsons Hall, as requested by the college.

Personal Protective Equipment and Dress Code:

Adhere to PPE Requirements: Always wear the appropriate PPE for the specific work you're doing. Each workspace has its own safety requirements, and PPE is readily available. If you need help finding the correct equipment, please ask!

Due to the diverse nature of projects across all spaces at LMS and the potential for movement between them, **CLOSED-TOED SHOES ARE REQUIRED AT ALL TIMES.**

Cleaning and Care of the Space

It is everyone's responsibility to keep the space clean. A rule of thumb is to leave your work area cleaner than you found it.

- Help keep the space organized by placing tools back where you found them as you are done with them.
- Make sure to clean up any spills immediately and appropriately, as they are a hazard.
- Sweep all work surfaces and the floor around the area/s you were working, even if others are still working nearby. Everyone needs to do their part!
- Remove all project materials and scraps accordingly. Items that cannot fit in standard-sized trash or recycling bins should be disposed of independently.

Shared Space Etiquette:

As part of a community workspace, users must keep their project areas tidy and be considerate of the space used by others. Users are expected to:

- Keep their work area organized and clean, leaving it in equal or better condition than it was found.
- Be flexible and adjust their workspace to accommodate other users who arrive with their projects throughout the day.
- Respect other users' projects and workspace by ensuring your activities do not spill over into their area.

Tool Safety

- Do not use complex tools without completing the LMS certification process and/or receiving authorization from LMS staff, instructors, or authorized volunteers. Training received outside of our space does not replace the requirement for LMS-approved training/certification on our tools and systems.
- Do not adjust or perform maintenance on a tool without permission from LMS staff or authorized volunteers and report equipment issues to staff.

- Report any injury using an Accident Report Form. Immediately obtain first aid for any injury and report to staff. When determining the severity of the injury, always err on the side of caution.
- All tools and equipment must remain on LMS premises to ensure proper and safe use.

Use of Resources/Consumables

- Consumable items such as sandpaper, hardware, glue, and dust masks are currently included with your membership and/or class fees and available for your use in the shops.
- When depleting significant quantities of consumables, please consult with staff about replacing them by purchasing more or arranging a charge to your account.
- You may be asked to contribute towards replacing a machine's consumables (e.g., blades, bits, clamps, etc.) or equipment if damage results from neglect or misuse.

Project and Materials Storage

- Keep personal belongings and project materials clear of general workspaces and be mindful of 'project spread' while working around others. Lockers are available for rent; inquire with staff regarding availability.
- Store materials, tools, and scrap in designated areas to avoid creating tripping hazards or risking damage to tools.
- Do not store projects or materials anywhere at LMS without staff permission. Unattended items without identification may be disposed of or redistributed.

Requests for Accommodations:

LMS is committed to providing a space that is accessible to everyone. If you have a physical or other limitation and need an accommodation to fully participate in LMS activities, please notify a staff member via email (info@laceymakerspace.org) as soon as possible, preferably a minimum of 24 hours in advance.

While we will do our best to accommodate requests made on short notice, early email notification helps us ensure we can make the necessary arrangements. In some cases, **documentation of the limitation or need for accommodation may be required** to provide appropriate support.

We will work with you to make reasonable accommodations to ensure you can fully engage in the space and our programs, within the scope of available resources.

Guests:

Members may, on occasion, bring a non-member as a guest to assist with light tasks (e.g., gluing, carrying materials) or to observe. Guests may not independently use LMS equipment or shared areas or interfere with other users. The host member is responsible for their guest's behavior and adherence to all LMS rules and guidelines. Guests must sign our waiver, which can be done at the reception desk upon arrival, and must wear a guest badge while on the premises. Guests are welcome on a sporadic basis but not for extended periods or frequent visits unless authorized by LMS staff. Non-member class attendees are not permitted to bring guests to any ticketed class.

Prohibited Activities

- No sleeping, smoking, vaping, or consumption of alcohol or illicit drugs in LMS spaces or within 25 feet of any entryway.
- Food and drink are okay in the Classroom/Textiles Lab and Digital Lab. Water bottles with secure closures (lids or caps) are acceptable in the wood and metals areas.
- Do not eat or drink on or near any machines.

Firearms and Weapons Policy

Section 1: Prohibited Items

- Firearms: Devices that expel projectiles by deflagrating (combustion) propellants, including firearm receivers, barrels, magazines, etc.
- Replicas: Items resembling firearms that cannot expel projectiles.
- Functional Modifications: Devices altering firearm functionality, such as suppressors, bump stocks.
- Reloading: Ammunition production activities, including processing primers, gunpowder, cases, and projectiles.
- Swords, illegal knives, or other dangerous instruments.

Section 2: Exempted Items (with Conditions)

- Non-Deflagrating Devices: Items propelled by springs, compressed air/gas, electronics, or mechanical action.
- Firearm Accessories: Slings, fasteners, commodity hardware, non-integral sights, bipods, removable stocks, grips, holsters, bags.
- Fit Checking: Exempted items may not be tested for fit or compatibility with any items listed in Section 1.
- Prop/Costume Weapons: Non-firearm devices not resembling actual firearms (e.g., sci-fi, fantasy, steampunk creations) permitted for creative projects.
- Craft Knives: Small knives (e.g., knives used for cutlery, craft, ornamental, utility, and/or engraving purposes) allowed for crafting and artistic purposes.

Exempted items must not be used with or tested for compatibility with any prohibited items listed in Section 1. Members must clear any questionable projects with LMS staff before undertaking them, and items should not harm, threaten, or cause fear to others.

Reporting an Incident:

- Conflict Resolution: If you experience or witness behavior that violates our policies, we encourage you to address the issue respectfully and directly with the person involved if you feel comfortable doing so.
- Reporting: If the issue is not resolved or you prefer not to handle it directly, report it to any staff member. You can choose to make a formal or informal report.
 - Informal: This involves directly discussing the issue with a staff member, typically addressing it on the spot without further documentation or follow-up.
 - Formal: This involves submitting an incident report, which LMS staff will document and review to determine the appropriate course of action.
- Resolution Process: Staff will work with you to address the issue and resolve it fairly and promptly. Further action may be taken for serious concerns as outlined in our Disciplinary Action section. **All concerns will be handled with confidentiality and respect.**

Disciplinary Action:

Failure to comply with any elements of this policy may result in disciplinary action. Depending on the severity of the infraction, action may include:

- Immediate Membership or Service Revocation/Suspension: Violations related to harassment, equipment abuse, safety violations, or other serious misconduct may result in immediate revocation or suspension of membership or services, with no notice or warning.
- Warnings: For less severe infractions, users may receive up to three documented warnings within a one-year period. Further violations may lead to suspension or termination of membership.
- Appeals Process: If a user disagrees with the disciplinary action taken, they may submit a written appeal to the LMS staff. The leadership team will review the appeal, and a final decision will be communicated within a reasonable timeframe.
- Federal, state, or local law violations will be reported to the authorities.

Privacy and Data Collection:

Lacey MakerSpace is committed to respecting the privacy of all users, including members, volunteers, and class attendees. Any personal information collected during registration, membership, or participation will be used solely to manage services, communicate important updates, and enhance your experience at LMS.

We may collect the following types of data:

- Contact information (name, phone number, email address)
- Membership details (membership type, payment history, geographic data)
- Activity information (attendance, use of tools/equipment, class participation, and engagement in grant-funded programs)

This information will not be shared with third parties without your consent, except as required by law or for business purposes directly related to our operations (e.g., processing payments).

By participating in LMS programs, you agree to the collection and use of your personal data as outlined in this policy. If you have any concerns or wish to update your personal information, please get in touch with LMS staff.

For more details on our privacy practices, please refer to our full privacy policy available on our website.

Additional Policy Information:

For more detailed information on the following topics, please refer to the relevant policies available on our website:

- Membership Billing Agreement and Member Orientation (for joining members)
- Liability Waiver
- Minor Policy
- Safety Plan
- Volunteer Policy

These documents are part of our comprehensive policies and procedures to ensure a safe and productive environment for all. Please familiarize yourself with them as required.