



MEMBERSHIP BILLING POLICY

Monthly Memberships: Monthly charges begin upon signup and are prorated based on the remaining days of the current month. Recurring monthly membership dues for the upcoming month and any additional accrued charges from the previous month (such as machine time, mentoring, or materials usage) are automatically billed by the 5th of each month.

Cancellation Policy: Membership cancellation requests received at least three (3) business days before the end of the month will be processed immediately. Any cancellation request received after this deadline will result in a charge for the next month's membership fee. All cancellation notices must be submitted to info@laceymakerspace.org.

Annual Memberships: Annual memberships do not renew automatically. Members must renew in person or online upon expiration. Monthly billing for any accrued charges from the previous month, such as machine time, mentoring, and materials, will continue to occur by the 5th of each month.

Final Billing Details: Members are responsible for all remaining charges, including machine time and other accrued fees. An additional charge may be applied for outstanding balances accrued during the final month of membership, even after membership dues cease upon cancellation confirmation. For specific details about credits and charges, please refer to your individual membership package.

Billing System: Billing charges on your bank statement will appear as "Fabman" for both LMS membership and machine time charges. You can log in to your Fabman account at any time to view invoices and update payment methods.

Refunds: Membership fees, including partial-year memberships, are non-refundable. For information on refunds for classes and events, please consult our refund policy on the event ticketing platform or contact LMS staff directly.

By my signature below, I acknowledge that I have successfully completed the online orientation and carefully read the Lacey MakerSpace Member Policy Agreement in its entirety, understand it, and voluntarily agree to all statements and provisions of this Agreement.

Printed Name

Signature

Date