

# BUILDING BRIDGES TO CAREERS EPICENTER MAKERSPACE MEMBERSHIP PACKET



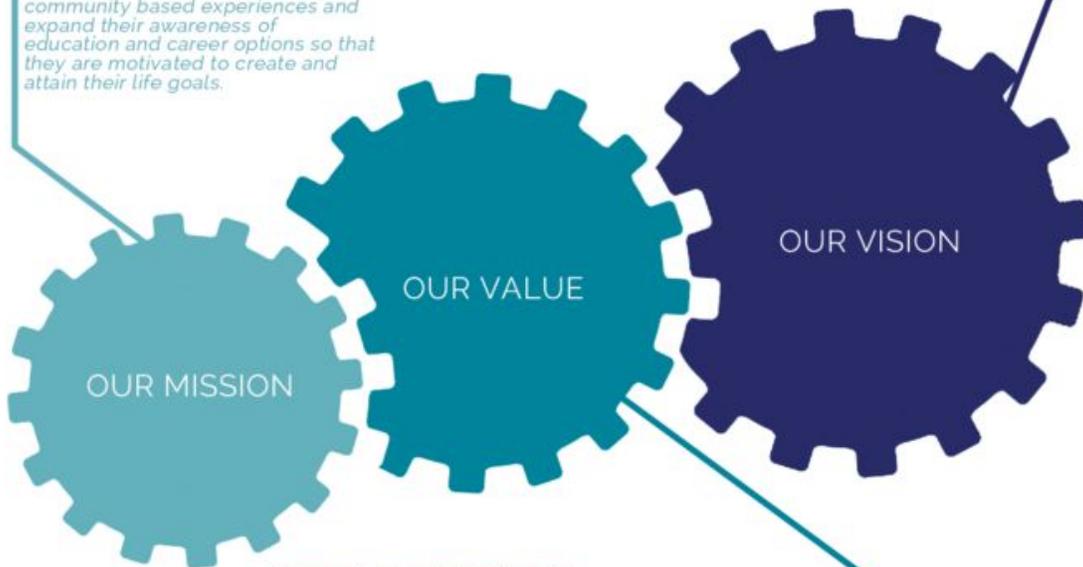
epicenter  
INCUBATION • MAKER SPACE • CAREER DEVELOPMENT

## OUR MISSION

*To develop and facilitate community networks that engage Washington County students in a variety of community based experiences and expand their awareness of education and career options so that they are motivated to create and attain their life goals.*

## OUR VISION

*Successful Students,  
Prosperous Communities.*



## INFORM. CONNECT. PROVIDE.

*We work with students to inform them of opportunities and provide experiences needed to make decisions about the future. We provide parents with resources that can be used to discuss career choices with their children. We provide direct links to local educators and students for local businesses hoping to influence their future employees. We provide professional development for teachers that will give them tools to connect career information to their curriculum. And most of all, we work hard to bridge the gap between education and employment for the young people of Washington County, Ohio.*

## OUR VALUE

## PURPOSE:

The Epicenter Makerspace will provide access to tools including woodworking, sewing, painting, prototyping equipment (3D printers), computer lab with access to software, collaboration space, vinyl cutters, and more.

The Epicenter Makerspace operates on a membership model. Membership fees are used for equipment upkeep, staffing in the makerspace, computer/software upgrades, and keeping the lights on.

You can choose from one of these convenient and affordable options:

<b>Regular Price</b>	<b>Price with Washington County Public Library Card</b>
<b>Monthly Rate</b> Individual: \$35    Family (up to 5 members): \$85	<b>Monthly Rate</b> Individual: \$20    Family (up to 5 members): \$50
<b>Yearly Rate</b> Individual: \$350    Family (up to 5 members): \$850	<b>Yearly Rate</b> Individual: \$200    Family (up to 5 members): \$500

All paid memberships include 10% off all classes.

**Membership fees must be paid by cash or check at this time.**

## **Safety and Security:**

Epicenter Makerspace staff, mentors and volunteers want you to utilize the equipment available in our space in the most creative and innovative way to make things. We also want you and the equipment to be safe, which is our priority. You will be required to attend a Makerspace introduction/safety course before operating equipment in the space. Once you have completed the introduction/safety course, you will be given access to the space and can begin exploring new ideas.

ALWAYS let us know when you arrive, by signing in at the desk. We want you to be safe, so we need to know you are in the Makerspace during operating hours.

### **A FEW BASIC RULES:**

Please no food or drink near any of the Makerspace equipment.

NO WEAPONS of any kind are permitted in or to be made in the Makerspace. If you want to make hilts, handles, or other items associated with weapons this is acceptable; however, at no time should a functional weapon be in the Makerspace. Violation of this policy will result in a mandatory membership suspension.

NO DRUGS OR ALCOHOL are allowed in the Makerspace at any time! People under the influence of drugs or alcohol will not be permitted to use machine or equipment. Violation of this policy will result in a mandatory membership suspension.

MINORS: Minors 15 and under\* are not permitted to have individual memberships and must be accompanied closely by Parent or Legal Guardian at all times. Accompanied closely means visual range generally, and immediate reach when near dangerous tools such as the woodshop. Parents/Legal Guardians are responsible for their children and their actions. Minors under the age of 18 must have a liability form signed by a Parent or Legal Guardian. Certain tools (i.e. table saw) are restricted to adult use only regardless of parent presence.

\*The Makerspace will offer programs and classes from time to time for students who are under the age of 16. During instructor guided programs parent or guardian presence will not be required. Check the schedule by visiting the BB2C website: [buildingbridgestocareers.org](http://buildingbridgestocareers.org), joining our Facebook Makerspace group, or just give us a call: 740-370-6399

**This handbook covers numerous safety issues, it is not a replacement for time spent practicing safe work habits in the Epicenter Makerspace.**

Ultimately, it is the responsibility of the member to follow all safety procedures as outlined. FAILURE TO DO SO COULD RESULT IN SERIOUS INJURY.

Completing the process to become certified on individual pieces of equipment in no way makes the member an expert. Becoming accomplished at fabrication with many materials and the equipment used to shape them takes time, patience and hard work. One should plan ahead and ask for assistance. The Epicenter Makerspace staff is available to help and to offer advice.

Finally, the user needs to understand the limits of the equipment, the materials, their own ability, and the size and scope of the project when considering work in the Epicenter Makerspace.

**Getting to know you:**

Before you begin exploring the Epicenter Makerspace, staff will want to get to know you. We will consult with you about your goals, what you want from the Epicenter Makerspace, and try to help you get the most out of your membership. The Building Bridges to Careers staff will be available to assist you with any questions you may have about starting a business, and career development. We will even have structured classes to assist you with whatever your goals may be (vinyl cutting, introduction to woodworking, 3D printing, etc.)

**Guest Policy:**

Occasionally, you may require assistance with a project or just want to show the Epicenter Makerspace off to friends and family. Guest are permitted as needed and must sign in and have a member accompany them at all times. **Guests are not permitted to operate equipment.** Members assume full responsibility for their guests. Guests must also sign a Membership Agreement.

While we love our furry little friends, **PETS ARE NOT PERMITTED** in the Epicenter Makerspace. This is for their safety as well as the safety of our members. If you have a service animal, please discuss with Epicenter Makerspace staff and we will make it work.

**Member Information and Communication:**

The Epicenter Makerspace wants to give you as much information as possible and our primary way of doing that is by sending you email. Please make sure Epicenter Makerspace staff has your current email address, phone number, and home address.

Sometimes we may want to take photos for advertising and promotion, don't worry, we will ask your permission.

We also want to know what projects you are working on in the Epicenter Makerspace and outside on your own. Feel free to share projects, outside endeavors, business updates, etc. Your success is our success.

The Epicenter Makerspace is designed for sharing information. If you encounter a problem and you require assistance, please ask - we will do what we can to help to assist you. We strive to keep an open and fun atmosphere, so if you see someone struggling with a project, offer your assistance, you never know, you could have the answer they need.

### **Emergency Protocol:**

The Epicenter Makerspace is equipped with a phone located on the desk just outside the woodshop space. If you or another person is injured and requires immediate assistance - **CALL 911!**

A Fire Extinguisher is located just outside the woodshop space on the wall. You will receive training on how to operate the extinguisher from Epicenter Makerspace staff.

Manuals for individual pieces of equipment are available. You will receive detailed safety information for each piece of equipment during training. When in doubt, ask Epicenter Makerspace staff. Again your safety and the safety of the equipment is our priority. If you are unsure of how to safely operate any pieces of equipment, just ask Epicenter Makerspace staff and they will be happy to assist you.

### **General Rules and Policy:**

1. All Epicenter Makerspace members must sign a Membership Agreement prior to using the facilities or operating any equipment.
2. All Epicenter Makerspace members must fully comply with all Epicenter policies.
3. Clean Equipment and Workspace: Keeping Epicenter Makerspace and equipment clean and in working order is crucial to our continued operation. We will provide brooms, dustpans, shop rags and cleaner...but you have to provide the elbow grease. If you are not sure of the proper cleaning procedure for any piece of equipment, please ask Epicenter Makerspace staff and they will be happy to assist.
4. Entertainment: We want you to work in an environment that encourages and fuels creativity. To some this may be a quiet place to think, to others it may mean music or YouTube.....whatever your pleasure - remember to be respectful. Everyone is inspired by different things and we encourage you to feed the fire, but we also want to be mindful of others. If you are annoyed or offended by someone's choice of entertainment, you are encouraged to just ask them to put on headphones. If you are wearing headphones,

please keep the volume at a minimum - we want you to be able to hear what is going on in case of an emergency.

5. Epicenter Makerspace members and guests have access to the internet for research and the acquisition of information to address their educational, vocational, cultural, and recreational needs.
6. Epicenter Makerspace computer and equipment use is offered on a first-come, first-served basis. If someone is waiting then a time limit will be enforced.
7. Epicenter Makerspace members will respect and uphold copyright laws and all other applicable laws and regulations; they will not use the space or equipment for illegal purposes.
8. Epicenter Makerspace members will not deliberately, negligently or willfully cause damage to any equipment, space or computer programs offered.

***THEFT WILL NOT BE TOLERATED IN THE EPICENTER MAKERSPACE.*** If you take something that does not belong to you - your membership will be revoked without a refund. Please be sure to clearly mark your supplies with your name and phone number.

### **Equipment Scheduling:**

Most tools and equipment will be available on a first come, first use honor system. Be prepared with your files and materials ready to go.

As tools and equipment become used more frequently, we reserve the right to introduce a scheduling system.

If you have a long print time, please wait until the end of the day or consult with Epicenter Makerspace staff. If you have a large project please limit your use to one hour at a time or make sure to share with people that may be waiting.

NOTE: 3D printers tend to have long run times. Please be mindful of this when printing.

### **Materials and Additional Fees:**

All materials within the Epicenter Makerspace are owned solely by the Epicenter Makerspace to provide ongoing classes and programs. Epicenter Makerspace members will need to provide their own materials for use unless otherwise noted by Epicenter staff. Exception to supply use will include the PLA filament for 3D printers.

Some equipment is more expensive than others to run and will require an additional fee for operation. Examples will include laser cutter, 3D printers and vinyl cutters.

**Tool use and consumables:**

Most tools are available on a first come, first use honor system. As tools become used more frequently, we reserve the right to institute a sign up list to expedite availability. It is up to you to record and pay for your machine time, if applicable. We have kept prices affordable to encourage use.

We understand that from time to time people get caught up in the inventive moment. If you use a consumable (screw, bolts, a router bit, etc.) it is important to make sure you follow the purchase arrangement so the Epicenter Makerspace can restock.

**Pricing Break down and notes:**

3D Printer Filament	\$0.15	Per gram: Maximum printer time not to exceed 24 hours. A \$5 fee is added for projects with print times over 12 hours. 1 gram minimum	Please include all support material when calculating weight.
Laser Cutter	\$ 5.00 per hour	\$5.00 minimum	Make sure that you have your line work or imagery ready to go before starting.
Wood Shop	\$5.00 per hour	\$5.00 minimum	12 hour cap per day

These fees support equipment, general upkeep and the acquisition of stock as well as new equipment.

**Scrap areas:**

Some material will be available in specified location for general use. This material is usually from leftover projects. And will be clearly marked as scrap for anyone to use. From time to time, we will be clearing these areas to keep the shop tidy.

**Chemicals:**

We understand some products will need finishing and will employ the use of chemicals. Make sure you protect benches with paper or other materials. Below is a list of chemicals allowed in specified areas in the Epicenter Makerspace.

Woodshop Space: Wood Glue, School Glue, Super Glue, Fabric Glue/Epoxy

Flex Space: Acrylic/Oil Paint, Low Odor Clear Finish, Spray Adhesive, Rubbing Alcohol

If you are unsure whether or not a material or chemical is allowed in the Epicenter Makerspace, please talk to our staff. This is to protect the Epicenter Makerspace members and equipment. When using odoriferous chemicals always use in a well ventilated area designated by the Epicenter Makerspace staff.

### **Woodshop Rules:**

- Wear safety glasses
- Wear ear protection
- Tie back loose hair and clothes
- Make sure you get plenty of sleep - you should not operate equipment when you are tired
- Do not operate machinery while under the influence of drugs and/or alcohol
- Unplug machinery before cleaning or changing parts
- Clean up after yourself
- A minimum of two people must be present in the lab to operate machinery in woodshop.
- Plan your work - DON'T RUSH! Remember, take your time, measure twice and cut once!
- Each tool that you are trained on will be recorded on an equipment training log. This log helps the staff understand who has received training and is proficient with the Epicenter Makerspace equipment.
- The scrap wood bin has scrap wood for you to test with. Make sure if you are putting wood in the scrap bin that it is free of all metal objects like staples, screws, nails, etc.

Violations of these rules may lead to losing woodshop privileges. There will be no refund if this action is used. Thank you for understanding the emphasis the Epicenter Makerspace and its staff have placed on safety.

### **Banned Products from the Epicenter Makerspace**

- Moldy Wood
- Lead or unknown origin painted wood
- NO pressure treated wood
- NO PVC in Laser
- NO cardboard in laser

## **Building Bridges to Careers Epicenter Makerspace Membership Agreement**

Failure to follow these guidelines, procedures and the instructions of Epicenter Makerspace staff will result in the loss of privileges to use the Epicenter Makerspace without refund.

I have read and understand the general guidelines for the Epicenter Makerspace and agree to comply with them. I agree to operate all Makerspace equipment in compliance with the applicable safety procedures. I also agree to individual instruction and orientation in order to gain certification to use a piece of equipment on my own. I agree to abide by all of the applicable safety requirements for the use of the Epicenter Makerspace including the wearing of protective safety gear. I agree to not operate equipment without eye protection. I agree to not operate equipment on my own without certification. I am solely responsible for understanding and abiding by the proper operation of equipment in the Epicenter Makerspace and I do so at my own risk.

I understand working in a fabrication environment involves an element of risk, which I accept. I also acknowledge that orientation and certification is required for my use of the Epicenter Makerspace.

I understand that Epicenter Makerspace staff are present to help ensure my safety. In order to help me use the tools provided, I understand that they may need to oversee my use and possibly correct me if equipment is being used incorrectly. This oversight may include a small amount of physical contact with the Epicenter Makerspace staff, and I fully understand that this is strictly for my safety and the safety of others.

I understand that users of the Epicenter Makerspace should not operate power tools or equipment if they are taking any medications that impair their mental faculties or physical ability to operate tools or equipment. I also understand that the Epicenter Makerspace should not be used by persons who are tired or in a hurry. By signing this form, I confirm that I will not enter the Epicenter Makerspace or operate tools or equipment under any impaired state (mental, physical, or any other, including sleep deprivation).

I understand that the author of a creative work owns the copyright to that work the moment it is put down in "tangible form," be it saved in a computer file, printed, created with wood, metal, fiber, or other medium. The copyright holder exclusively controls all rights that invest in an original work, so any small business associated with works such as art, woodworking, printing, modeling, molding will likely deal with copyright ownership agreements. It is the responsibility of the creative owner to keep their files private.

I have read and understand the terms and conditions of this agreement. I understand the use of the Epicenter Makerspace is not a right but a privilege and any unsafe action on my part may result in the revocation of my privileges indefinitely at the discretion of the Epicenter Makerspace staff. I have been trained and instructed on the procedures of the Epicenter Makerspace and safety equipment. I understand that failure to follow the guidelines outlined in the member handbook and in this document will result in loss of the Epicenter Makerspace privileges and access without refund. If gross negligence is determined to be involved in the course of a non-injury accident, a meeting is required between the member and Epicenter Makerspace staff before access may resume. If an individual is consistently working in an unsafe manner, Epicenter Makerspace privileges will be revoked without refund.

\_\_\_\_\_  
Member First and Last Name (Please Print)

\_\_\_\_\_  
Member Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Member Phone (cell and home if both are in use)

\_\_\_\_\_  
Parent or Guardian (Under age 18) (Please Print)

\_\_\_\_\_  
Parent or Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Epicenter Makerspace Staff Signature

\_\_\_\_\_  
Date

Home address: \_\_\_\_\_

Emergency contact person: \_\_\_\_\_

Emergency contact phone: \_\_\_\_\_

Relationship to member: \_\_\_\_\_

Are there health issues that you have that we should be aware of in case of an emergency?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# Additional Information Needed

Today's Date: \_\_\_\_\_

In order to provide the Epicenter Makerspace as a community resource, **Building Bridges to Careers receives multiple grants to supplement funding**. Each grant requires monthly data and metric reporting, so we are asking you to respond to the following questions.

Name (First and last): \_\_\_\_\_

1. Are you currently employed? \_\_\_\_\_
2. If so, please share your employment status (self-employed, full time, part-time, multiple employers, etc.) \_\_\_\_\_
3. Do you add to your income by doing something outside of your primary employment? If so how? (ex. Selling products online or at craft fairs, freelancing, running a secondary business, etc.)  
\_\_\_\_\_  
\_\_\_\_\_

4. Please check all that apply:
  - a. High school diploma/GED: \_\_\_\_\_
  - b. Post high school certification: \_\_\_\_\_
  - c. Some college courses complete: \_\_\_\_\_
  - d. Associates degree: \_\_\_\_\_
  - e. Bachelor's degree: \_\_\_\_\_
  - f. Master's degree: \_\_\_\_\_
  - g. Doctorate: \_\_\_\_\_
  - h. Other? \_\_\_\_\_

5. Would you like to utilize the Epicenter to further your education, increase your professional skills, and/or receive career advice and information? \_\_\_\_\_  
If yes, please add a comment: \_\_\_\_\_
6. Would you like to use the Makerspace to develop a product or prototype of a product that you could eventually sell? \_\_\_\_\_

Optional questions:

7. Birth Date: \_\_\_\_\_
8. Gender: \_\_\_\_\_
9. Race: \_\_\_\_\_
10. Yearly income before taxes: \_\_\_\_\_