Schedule A: Ylab Makerspace Facility and Equipment Usage Policies

The following policies are in place to ensure fair access for all members and users (jointly, "User" or "Users") of Ylab Inc. ("Ylab") facilities and its equipment, tools, machinery and other devices (jointly, "Equipment"). Failure to abide by these policies may result in termination of membership, request to leave facility, and in the User being held responsible for replacement cost and labor cost of damaged Ylab or other User property.

General Membership Facility Access and Care Policies

1. All Users are required sign a Liability Waiver and Release (Schedule A) before using any equipment, tools, or services in our facility.
2. Members are expected to pay dues on time, abide by the Membership Agreement, and contribute to the space. This includes, but is not limited to, cleaning the space, participating in projects that better the common work area (new workbenches, tables, shelves, etc.), and managing group projects. We are a volunteer-run organization. Members might be asked to volunteer a small amount of their time to help us hold down our operating costs, and keep our Makerspace running smoothly and looking clean and professional. Such volunteer work may also extend to the overall facility and grounds in which Ylab rents or otherwise operates a Ylab dedicated facility.
3. Membership is not a guarantee. Ylab expects that every member, user of the facility, and workshop attendee will conduct themselves in a respectful manner as defined in the Code of Conduct (Appendix B).
4. Workshops, classes and seminars ("workshops") take precedence over individual Member usage as follows:

    a. Equipment and areas of the facility may be reserved for workshops.
    b. Refer to the online calendar to determine availability ahead of time if you need specific Equipment or work area.
    c. Equipment and areas of the facility used for workshops are for the exclusive use of instructors and attendees beginning 30 minutes prior to the start of the workshop.
    d. Please be considerate and refrain from excessively noisy work during workshops.
    e. Classes might receive priority on selected Equipment

.

Facility and Equipment Usage Policies

1. Replacement cost due to neglect by breaking Shop Rules will be the responsibility of the individual who caused the damage.
2. You are responsible for cleaning up after each project. Sweeping, wiping down machines, and cleaning off tables shows respect for other members coming in after you.
3. All work should stop 15 minutes prior to the time you need to leave the facility. This will provide ample time to clean and replace tools for the next member.
4. Stay organized -putting tools away when not in use prevents loss and also makes them available to others.
5. Keep floors free of oil, grease or any other liquid. Members are responsible for keeping all work areas clean and free of debris.
6. Please clean up spilled liquids immediately to prevent slipping hazards.

7. All materials should be stored in such a way that they cannot become tripping hazards.
8. No pets allowed in the facility
9. Keep noise to a minimum.
10. Heavy or unwieldy work pieces often require special support structures or assistance from other Users. Always ask for help if you are unsure if your work piece requires additional support.
11. Ask for help when moving awkward or heavy objects. This will protect you and those around you from injury.
12. Always de-burr sharp edges of freshly cut stock. This includes the piece of stock that goes back in the stock rack. Eliminating burred edges minimizes the chances for personal injury and marring of precision machine surfaces.
13. Never start a conversation with someone who is using machinery. Always wait for them to complete their task before talking.
14. Never attempt to squeeze behind someone while they are using Equipment. Always stop and wait for them to complete their task before passing.
15. Work at a pace that is comfortable for you. Rushing will compromise your safety and increases the chance of damaging Equipment.
16. If you do not know, or are unsure how to do something — ASK! Do not engage in any activity that you are not comfortable with. Trust your judgment. Check with a User who has more experience.
17. Every member is responsible for keeping their keys and cards secure. Immediately report the loss of keys or access cards to any Core Member. This will help us maintain security and ensure that no unauthorized person is using your card. There will be a replacement fee for all lost or stolen keys and cards.
18. Always wear proper eye and ear protection when operating Equipment requiring such protection or when in the facility when such Equipment is being used.
19. Equipment labeled “DO NOT USE” must not be used.
20. Equipment labeled “USER CERTIFICATION REQUIRED” is not to be used unless User has successfully completed a training class approved by Ylab and User is listed as approved to use said equipment.
21. If at any time you notice Equipment which is not functioning properly, stop using the malfunctioning Equipment, tag it with a description of the problem, and advise a Core Member.
22. Listen to the Equipment — if something does not sound right, shut it down. If Equipment sounds abnormal to you, it likely is not operating properly. Turn off the Equipment, label it as broken, and inform a Core Member.
23. Do not attempt to oil, clean, adjust or repair any Equipment while it is running. Do not perform any of these tasks unless you have the proper training and permissions to do so. Performing maintenance on moving machinery can lead to injury or death.
24. Never open any covers, casing, or shrouds while Equipment is running.
25. Ensure that any and all Equipment guarding is in place and functioning properly. It is your duty to immediately stop using Equipment, to label equipment as broken, and to inform a Core Member has a missing or malfunctioning safety guard.
26. Never leave Equipment running unattended.
27. Do not try to stop Equipment with your hands or body. Stopping Equipment with your body can result in entanglement, dismemberment or death. Always let moving parts come to a stop under their own power.
28. Always keep hands, hair, feet , etc. clear of all moving Equipment parts at all times. All long hair must be tied back above shoulder height. Loose fitting clothes such as baggy sweatshirts or long sleeve shirts with loose cuffs should not be worn in the shop.

29. Double-check that all Equipment parts, accessories and work pieces are properly supported and clamped prior to starting Equipment.
30. Remove chuck keys, wrenches and other tools adjustment tools from Equipment after making adjustments. Adjustment tools left in place become dangerous flying objects.
31. Users must return Equipment and facility to the state they were found in (i.e. clean, fully assembled, in good working order, etc.) .
32. Equipment may not be removed from the facility.
33. All materials and projects in the facility must be labeled. Labels must include full name, phone number, and projected move date. All non or partially labeled projects/materials may be removed from the premises by a Ylab Core Member.
34. Return all excess material to its proper storage place.
35. All hazardous materials and chemicals must be properly stored in the locked cabinet at all times when not in use. Prior permissions are required to use and house such materials.
36. Don't waste. Place all used scrap in marked containers.

Electronics, Computing, & Networking Policy

You agree that when using electronic, computing, or network devices ("Services") owned by Ylab or any Services, regardless of ownership, in a Ylab facility, at a Ylab event of connected or accessing Ylab Services in any way, that you will not:

1. Use the Services in connection with contests, pyramid schemes, chain letters, junk email, spamming or any duplicative or unsolicited messages (commercial or otherwise).
2. Defame, abuse, harass, stalk, threaten or otherwise violate the legal rights (such as rights of privacy and publicity) of others, or otherwise violate the Ylab Code of Conduct
3. Publish, post, upload, distribute or disseminate any inappropriate, profane, defamatory, obscene, indecent or unlawful topic, name, material or information.
4. Upload, or otherwise make available, files that contain images, photographs, software or other material protected by intellectual property laws, including, by way of example, and not as limitation, copyright or trademark laws (or by rights of privacy or publicity) unless you own or control the rights thereto or have received all necessary consent to do the same.
5. Use any material or information, including images or photographs, which are made available through the Services in any manner that infringes any copyright, trademark, patent, trade secret, or other proprietary right of any party.
6. Upload files that contain viruses, Trojan Horses, worms, time bombs, cancel-bots, corrupted files, or any other similar software or programs that may damage the operation of another's computer or property of another.
7. Download any file(s) that you know, or reasonably should know, cannot be legally reproduced, displayed, performed, and/or distributed in such manner.
8. Restrict or inhibit any other user from using and enjoying the Services.
9. Violate any code of conduct or other guidelines, which may be applicable for any particular Service.
10. Harvest or otherwise collect information about others, including email addresses, without the authorization or consent of the disclosing party.
11. Violate any applicable laws or regulations by creating a false identity for the purpose of misleading others.

Personal Equipment Policy

Personal use tools, equipment, and materials (jointly, “Personal Equipment”) are allowed to be brought into the Ylab provided the following rules are respected.

1. Members may be assigned storage space for personal items.
2. Users may not store any personal items in the shared space of the facility without receiving prior consent from a Core Member.
3. Any Personal Equipment must be checked in by a Core Member to ensure safety and appropriateness.
4. All Personal Equipment must be CLEARLY labeled with your name, phone and email address.
5. Personal Equipment may not be used by other members without the express permission of the owner unless labeled to allow for use.
6. Personal Equipment must leave with the owner, unless otherwise permitted, or be secured in a private storage location.
7. Ylab is not responsible for lost or stolen Personal Equipment.