



BASINGSTOKE MAKERSPACE

User Induction Manual v1.8



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New User Orientation

Introduction

Basingstoke Makerspace is a limited non-profit company started in April 2016. From the start the idea was to create a Makerspace, like R-Lab in Reading and NADHack in Newbury, that would;

- Promote and encouraging technical, scientific, creative and artistic skills through collaboration and education.
- Provide and maintain shared community workspace and equipment in Basingstoke and the surrounding areas.

Early meetings in pubs soon lead to regular meetings. In December 2017 the Makerspace occupied the rear half of Maritime House, 65, New Rd, Basingstoke RG21 7PW. The front of the building is occupied by Julian House charity for the homeless.

Contact Points

- **Google group:** <https://groups.google.com/forum/#!forum/bsk-Makerspace>
- **Public Website:** <http://www.basingstokemakerspace.org.uk/>
- **Email:** admin@basingstokeMakerspace.org.uk
- **Discord:** <https://discord.gg/ehTaAN>
- **Internal Website:** <http://192.168.186.5/> (if in MakerSpace)
- **Wiki:** <https://github.com/basingstoke-makerspace/wiki/wiki>
- **Facebook:** <https://www.facebook.com/BasingstokeMakerspace>
- **Twitter:** https://twitter.com/BSK_Makerspace
- **Instagram:** <https://www.instagram.com/basingstokeMakerspace>

The public website

The website at <https://basingstokemakerspace.org.uk/> provides the most up to date information about the MakerSpace.

Internal network

We have an internal network with internet access available by wifi, with wired connections and via a virtual private network (VPN). The wifi password (also used for some other systems in the space) can be found (xxxxx Section removed for security reasons xxxxx)

As a member you can also have VPN access, which provides a way to access the internal network remotely. As Steve Hawtin for details.

Internal web server

A web server is available at <http://192.168.186.5/> this provides a view onto all the most useful data for the members.

The file share

From inside the MakerSpace network the share at <\\192.168.186.5\ephesus> holds lists of the assets, members, current projects and other interesting files. The file share is organised into directories:

- **asset**: A list of the assets owned by the MakerSpace
- **tool**: Files related to specific tools
- **project**: Files related to projects
- **talk**: Presentations given at the space
- **picture**: Photographs that can be used, for example the slideshow
- **member**: Details of members that they feel happy sharing with other members
- **organisation**: Official documents such as this one
- **event**: Things relating to particular events
- **historic**: Out of date files kept as a record
- **useful**: Generally useful things that don't fit anywhere else

In particular this document is to be found at:

<\\ephesus\organisation\User Agreement 18.docx>

The Makerspace Wiki

The wiki (<https://github.com/basingstoke-Makerspace/wiki/wiki>) is out of date. It used to be the first place to look if you need any information about the Makerspace. The Home page can be reached by clicking on the Makerspace icon to the right of any page.

The Wider Maker Community

Support for our Makerspace has come in many forms from donated equipment, to advice on everything from grant applications and finances, even to the loan of a Dalek.

- **RLab** - Reading Hackspace - <http://rlab.org.uk>
- **NADHack** - Newbury Makerspace
<https://www.facebook.com/newburyhackspace>
- **Desk Lodge** <http://desklodge.com>
- **Oxford Hackspace** - <https://oxhack.org>
- **SoMakeIt** - Southampton - <https://www.somakeit.org.uk>
- **Swindon Makerspace** - <https://www.swindon-Makerspace.org>
- **Data on UK Makerspaces** - <https://www.nesta.org.uk/uk-Makerspaces-data>
- **Hackspace foundation** - <https://www.hackspace.org.uk/>
- **Makerspace UK** - <http://www.Makerspace-uk.co.uk/>
- **Makerspaces in England** -
<https://www.gov.uk/government/publications/libraries-and-Makerspaces/libraries-and-Makerspaces>

Emergency systems

There are three emergency exits, the main door, one at the back of the building (towards Kwikfit) which is beyond the bar, and a second one at the side of the building accessed via the wood working room.

The water-based and the CO₂ based fire extinguishers are located in front of the bar. A first aid box is in the centre of the bar.

Emergency assembly area

The emergency meeting place is in Jacob's yard (opposite the front of the building). If you exit through the rear exit continue up the side of the Kwikfit building and return via the footpath to Jacob's Yard.

Emergency procedures

The person discovering the emergency should take on the role of incident controller:-

- Raise the alarm.
- Identify appropriate means of escape.
- Encourage everyone to go to the Assembly point.
- Summon the emergency services i.e. dial 999 (if necessary).
- Provide first aid if safe to do so, ideally identify a first aider.
- Arrange to evacuate an disabled persons present (via the side emergency exit).
- Make a list of individuals known to be in the building.
- Contact the directors.

Individuals (without special responsibilities) should:

- Not attempt fire-fighting or other emergency action for which they have not been trained.
- Evacuate the building as soon as the alarm is heard.
- Assist any other members to evacuate the area
- Check for people in kitchen, toilets, woodworking area and charity if it is safe to do so on the way out
- Report to the assembly point on the far side of the road at the front of the Makerspace

Makerspace Governance:

Basingstoke Makerspace Ltd was set up solely to provide us with sufficient legal identity to pay the rates, energy bills (which you can imagine are quite large) and buy things such as insurance. The directors do not take any money out of the business.

- Directors from August 2023 are Kevin Roche, Ben Norris, Steve Hawtin, Alex Salmon, Michael Dadswell, Steve Davidson John Hall, Chris Pietrzak and Andy Pugh
- Person appointed to chair meetings of the directors: Steve Hawtin
- The Governance System consists of two parts:
 - Kahootz web site for formal, access-controlled, non-editable document archives and sensitive information
 - The file share, for document preparation, discussion and member summary documents.
- The system of record for names and addresses of the members is stored on Kahootz accessible by directors only. Some limited information is available on the file share
- The system of record for the list of assets is also in Kahootz. A mirror of this is kept on the file share and is accessible on the web server in the space
- If you have an issue of any sort, please let one or more directors know, it's part of their job!

Membership

- Membership gives you access to the space 24/7.
- We have an open night every Tuesday starting at 7pm. Most Thursdays there will be talks or demonstrations for members only. Most weekends will find members using the Makerspace.
- Safety is YOUR responsibility. Visitors under your care are YOUR responsibility.
- Only use equipment where you fully understand all safety precautions, fully understand the safety mechanisms, have been appropriately trained and feel competent to assess the safety implications.
- Users must complete and sign the Makerspace User Agreement (at the back of this document) before using the Makerspace. Upon completion of the Makerspace User Agreement form, keys will be issued to allow access.
- Basingstoke Makerspace membership is available for makers of ages 18 and up. Under 18 visitors must have a parent or legal guardian sign the agreement form and minors must remain under the control of a designated responsible individual at all times.

- We welcome disabled members and will do our best to minimise any access problems
- An amount of £10 will have been set aside from your first month's charges as a deposit for your key. Any replacement keys will be charged at the same rate
- Finally, if you wish to cancel your membership please ensure that the Directors understand your reason for leaving so that the Makerspace can be made better for all. Also please return your key to get your £10 deposit back.

Membership Rules

- **Rule 1** - Be safe
- **Rule 2** - Be nice to people
- **Rule 3** - Enjoy yourself
- **Rule 4** - Contribute to the objectives of the Makerspace
- **Rule 5** - Do not place an unwelcome burden of any kind on any individual or organisation,
- **Rule 6** - Leave the Makerspace and its occupants in a better situation than you found them.
- **Rule 7** - Understand that the directors elected by members, have the final decision on all issues.

Health and Safety

The most important point made in this whole induction is safety. Members have 24/7 access. This involves personal responsibility, particularly if you are in the building alone. Take reasonable precautions such as telling somebody that you will be working alone. Carry a phone on your person to call for help in an emergency (make sure you know how your phone's emergency call feature works) and think before doing anything that might cause you to end up in hospital. Anything you are not sure of, wait until others are present at the Makerspace.

We have some insurance, which fortunately has not been tested, and we hope it never will. However, if there was a serious incident here, it is likely that we would have to close the space down, and all the effort that has been put into making this happen so far would be lost. Taking responsibility for your Health and Safety while you are here is essential for the continuation of the Makerspace.

Be Nice to People

Fundamentally we are a community. We share not just this building and the tools inside, but also our knowledge and skills. As a member you will learn a lot, please play your part in sharing what you learn with other members - the community is 'buzziest' when people are giving workshops/sharing tools.

The Makerspace is a diverse group of individuals – if you look around you will see our membership is drawn from a wide range of backgrounds, different races, genders,

sexual orientation, and gender identities Our diversity is important to us, we consider it a source of creativity and we do not tolerate prejudice. There is a safeguarding policy on the Ephesus server and our wiki.

A lot of the communication between the group happens on our Google Groups mailing list, (see Contact details wiki page for social media access). The Google group is generally a well-mannered group, though we occasionally have our disagreements. They tend to calm down as quickly as they flare up. Please think about how your message might come across before posting.

Enjoy Yourself

Consider what interesting projects would give you pleasure to complete and enjoy social interactions with like-minded individuals. This is the whole point of the Makerspace.

The Makerspace should be a positive environment where people make, repair, learn, share, socialise and are treated equally and with respect. It should be a place that people enjoy and look forward to attending.

Do not do things to make yourself or other members uncomfortable. Contribute what you can to the space and no more. Do not commit finances, time or equipment you cannot afford. Do not oblige other members to over commit.

Have fun making things and enjoy the very real sense of community that is engendered by working together on maker activities.

Your possessions

You are responsible for things that you bring with you into the space. To date we have been very fortunate and so far we have not had any thieves within the group, but one day it may happen. Please take care of your possessions while you are here.

A convention for tools in the Makerspace is to use GREEN tape for tools owned by the Makerspace and GREEN/YELLOW tape for privately owned tools. Similarly, materials such as wood that are marked with a GREEN tape have been donated and can be used by anybody without asking. Materials with GREEN/YELLOW tape have been bought by individual members and should not be used without asking.

To protect personal equipment mark it with GREEN/YELLOW tape. Plastic containers should be also marked with the name of the owner.

Tools marked with RED tape require training before use – this is not an indication of ownership status.

Use of tools and equipment

You can find further information on all Makerspace equipment on asset list, the

Ephesus file server or the wiki.

- Do not borrow tools/equipment or otherwise remove them from the premises without following the asset borrowing process
- Do not abuse tools/equipment for purposes for which they were not designed.
- If you do not know how to use a piece of equipment safely: Ask for assistance.
- If something seems to be going wrong, stop and ask for assistance.
- Be aware of the impact that your work may be having on other members
- If you feel endangered by someone else's work, ask them to stop, be civil and find a compromise.
- Wear PPE - We store PPE on the shelves near the stage and there is absolutely no excuse for not using it. Bring your own if you prefer but wear appropriate safety equipment for your activity.

Personal Materials

You can store a limited amount of personal equipment in the MakerSpace (remember mark with GREEN/YELLOW tape and your name). The asset acquisition process must be followed.

Securing the space when locking up

- Check the emergency exit is secure
- Switch off lights in both toilets.
- Switch off all lights - four switches on wall to left of the bar, Two switches behind each end of bar. Check that the light in the woodworking area is off
- Make sure the inner Makerspace door is shut (Mechanical keypad latches automatically)
- Lock the front door.

Health and Safety Tour

I will now take you on a brief tour of the space and point out some of the hazards. Please note that this is not an exhaustive list of ways in which you can hurt yourself, but rather the aim is to raise your awareness of potential hazards.

At building front door

Members have 24/7 access. This involves personal responsibility, particularly if you are in the building alone, you must be aware that you are responsible for your own safety.

We share the front door with a charity for the homeless. (Note sign on charity door made by our vinyl cutter). It is common for homeless people to appear at the front door.

If the charity is closed, explain that the staff are often not available and that the charity walk-in sessions are restricted to Monday and Wednesday (See times on poster visible from outside the building). If their need is urgent, point out the telephone number for the charity written in red pen visible from the outside of the building.

Building Access

During induction you will be given a key to the outside door which remains the property of the Makerspace. The front door is usually kept locked even when the building is occupied. **It is important that you keep the key on your person while in the building to ensure easy exit from the front door.**

At internal door

The inner door has a mechanical combination lock with a combination that you will be given at the end of the new user orientation. You will be notified when the combination is changed. You can write down the current number here _____

Point out the shared toilets. Explain that the male toilet lock is on the entrance door.

Point out electricity cupboard, for access in the event that a fuse trips out. The key for the cupboard with the electricity meters and fuses, is the key with a large metal plate hanging on the left side of the bar. Other keys (such as that for the store room) are on the wall opposite the bar light switch.

Point out the Makerspace sign made by one of our members using Laser cutter and 3D printer

Inside internal door

Two of the three emergency fire exits are on either side of the bar; the door you have just entered and the door beyond the bar. Light switch locations are just round the left corner of the wall as you enter. Point out emergency lights.

Kitchen lights can be reached from the front left of the bar, the bar lights are switched from the front right of the bar.

The water-based and the CO₂ based fire extinguishers are located in front of the bar. A first aid box is in the centre of the bar. There are plasters, bandages etc. – all the things that you would expect.

The Member notice board can be seen on the wall next to the door to the kitchen

Main room

The main space is essentially one room, with the bar area at one end and the stage area at the other. The stage area, and some of the space to the right, are used for photographic studio purposes.

Tools are arrayed around the sides of the room. In general, the laser cutters are grouped together near the ventilation system, the 3D printers are grouped together as are the electronics equipment. Woodworking tools are confined to the back room to control dust.

The carpeted area has the main conference table, together with the Sony TV (used for presentations) and some tables with examples of things made in the Makerspace.

The bar area has refreshments, is where our networking equipment is located, and acts as a storage area for equipment. A clock can be found above the bar.

A set of member pictures can be found on the near wall (see <https://github.com/basingstoke-Makerspace/wiki/wiki/Privacy-policy>).

Carpet area (Sony TV, Chairs and Conference table)

The carpeted area is the natural place for discussions and social interactions.

The table can also be used for craft activities that will not damage the table such as sewing. The table can be slid around on the carpet – lifting it is not recommended.

The TV has an HDMI input (Channel 4 - accessible by top left button on remote) which may be connected to the laptop to the right of the TV. The remote control can alter the volume from the TV speakers.

Kitchen area

The kitchen is located immediately to the left of the entrance, adjacent to the bar.

Please keep this clean. There is a kettle at the end of the bar. Please do not leave milk or food out overnight in the Makerspace, place it in cupboards or in the fridge. There is no hot water available in the Makerspace, boil a kettle if you need hot water. A microwave is available in the kitchen.

Waste disposal

The Makerspace does not currently pay for commercial waste collection. Therefore it's a shared responsibility of members to remove the waste that we generate. If it's been a while since you removed some waste, and your personal circumstances permit it, please consider taking some waste home for disposal.

Inside the Bar

This is the area that we store equipment donated for the use of any member. Please ask before removing any thing from the Makerspace. A green marker on tools or materials indicates Makerspace owned tools for general use.

All equipment has an asset number, and more information can be obtained from the Ephesus web site as described above. Wood with GREEN markers can be used for any

project without asking. GREEN/YELLOW marking means that material is owned by an individual member.

The shelves are organised so that similar items are broadly in one place. For example, power supplies are in one box, similar cables are grouped together, 19" rack equipment is in one area, good quality wood is in one place etc. It is in all our interest to keep this area tidy so that we can easily find the things we want.

Metalwork Area

A dedicated metalwork area has been created by removing the far end of the bar.

Central space (general work area)

This area has two work benches. Please clean up after you have used the general work area.

Stage area (photography area)

This is an area for photography with changeable backdrops, light diffusers and pull down paper backdrop. Only use fully extended step ladders when rolling or unrolling the back drop. See Kevin Roche for help with this area. Be considerate of other Makerspace users.

Changing area

Next to the stage is a changing area for photography models

User storage, bookshelves

You are welcome to borrow any of the books in the bookshelf. Please remember to return them when you have finished

PPE equipment can be found in the right bookshelf.

Electronics area on long wall to right of stage.

The electronics area is set up to work on electronics, Arduino and Raspberry Pi projects. Digital and analogue oscilloscopes, signal generators, bench power supplies, soldering irons etc. are available.

The PC to the right is a windows machine, the computer to the left is a Linux machine. Both are connected to the internet. Extra monitors are available for Raspberry Pi Displays. There is a wired network connection if required on the central desk.

Darkroom

The dark room is beyond the bar.

The yellow door on the right of the bar is the entrance to the darkroom. Please take note of the status of the light on this door! The darkroom contains a collection of traditional chemical development equipment including a colour enlarger, tanks and baths, and other assorted equipment. Training is required to use this facility, and the relevant photographic folk (Kevin Roche, Steve Davidson) should be contacted.

Wood working area

The wood working area is beyond the dark room. These areas have a separate emergency exit beyond the wood working room

Storage area

The storage area is beyond the wood working room and requires a key to access. The storage area has no emergency exit, so do not linger in this area.

Finally...

Think about the person who has to clean up at the end of the night, please wash up any cups or plates you use. Also make sure that any food or drink is returned to the fridge or thrown away when you leave the space.

End of the tour...

Any Questions?

Equipment

The equipment we use is potentially dangerous and is shared by all the members. Be careful when using it and if uncertain always ask. Some of the equipment has "maintenance books", these should always be kept near the tool and **any** unusual or exceptional event or behaviour should be noted in the book with the date and the members name.

Laser cutters

- This equipment requires training before use - Contact Ben Norris for training on the small laser cutter or Steve Hawtin for training on the big one.
- Safety issues - Fire, High voltage, Toxic materials.

NEVER operate the machine unattended. There is a significant risk of fire if the machine is set improperly, or if the machine should experience a mechanical or electrical failure while operating.

NEVER engrave or cut any material containing PVC or vinyl. When engraved, a corrosive agent is produced that could destroy your machine and or produce respiratory problems. Any non recommended materials being used on the unit should be assessed for potential dangers:- e.g Health & Fire Risks.

NEVER operate the main cutting laser with any of the covers or enclosures removed, and never modify the enclosure. The cutting laser is invisible.

Manuals and introductory material is available on the file share.

3D printers

- Requires an induction before use.

Before using the 3D printers, please ensure you have been tutored in how to operate them. Instruction can be given by Ben Norris or Steve Hawtin. Please contact them directly to arrange training.

Metal Lathe and Mill

- Requires an induction before use.

A lathe and mill are located in the metalworking area.

General purpose computers

There are Linux and Microsoft computers connected to the internet at various places around the Makerspace. In particular the one on the South (far) wall should always be available for members.

Vinyl cutter

- Requires an induction before use.

Before using the Vinyl cutter, please ensure you have been tutored in how to operate it. Instruction can be given by Ben Norris. Please contact him directly to arrange training.

Industrial Sewing machine/ Overlocker

- Requires an induction before use.

General hand tools

There is a red toolchest located on a desk close to the stage. This contains a variety of hand tools. Look here if you need something and do not know where it is. Drawers have (loose) descriptions of their contents. Note that the top of the cabinet should be opened in order to allow the drawers to open.

X-Carve

- Responsible person : Steve Davidson

X-Carve is an open source milling machine from Inventables that powers a De-Walt 611 router with a ¼ inch collet in three orthogonal directions. It can mill a volume of 700mm x 700mm x 65mm. It is rigid enough to carve 3D profiles in plastic, wood and potentially aluminium. Stepper motors driving the router are powered by an Arduino micro-controller with a Grbl shield.

We ask members not to use the X-Carve unless they have had a familiarisation session (ask Steve) and demonstrated their competence. In general, we can provide training, but we cannot certify you as trained – the onus is still on you to satisfy yourself that you are fit to use the machine.

General and woodworking Tools

In the woodworking area there are hand tools such as saws, screwdrivers, staplers, decorating equipment as well as a range of powered hand tools. Instruction for safe operations of all this equipment is available on the Wiki.

Wood Lathe (in Wood Working Area)

- Responsible person : John Barrie-Smith

The wood lathe requires skill to operate, involves rapidly turning objects and sharp tools. Do not operate if you are unsure what to do. Contact John Barrie-Smith for training.

Variable Speed Scroll Saw

The manual can be found behind the bar.

Bandsaw

Training is required before using the bandsaw. There is training material on the wiki (the operating notes) which should be read first, but a specific training session is required. Contact John Barrie-Smith.

Chemicals and Solvents

We do not currently have a dedicated chemical store – any strong acids, strong alcohols (not for drinking) and solvents must be stored in clear view on the top shelf of left book case. Everything must be (a) clearly labelled, and (b) recorded on the chemical register on the wiki. Photographic chemicals are stored in the dark room.

This is so that if there was ever a fire, we would be able to tell the fire brigade exactly what is in the cupboard so that they could take precautions. If you bring some chemicals in, please ensure that they are added to the register.

If you are unsure how to use a chemical, read the label and research on the internet – it will tell you what precautions you need to take. We are not licensed to store toxins or explosive pre-cursors – this includes chemicals such as higher concentrations of hydrogen peroxide. Please do not bring such chemicals into the space.

This page is deliberately blank

User Agreement (your copy)

I acknowledge that I have listened to an Orientation package that highlights the fact that, by its very nature, a Makerspace can involve hazardous operations. I have been told about what to do in an emergency, about safety equipment in general and the need to wear suitable PPE. I am also aware of the need to get advice if I am unsure what to do in any circumstance. Extensive instructions for the use of equipment can be found on the file share or Wiki.

I understand that I am responsible for my own safety, particularly when I am using the Makerspace alone. We recommend that if you are considering lone operation, you tell somebody that you are working alone and keep a phone on your person for emergencies.

Users of the Makerspace agree to respect all applicable copyright laws and licensing agreements. Furthermore, users agree not to use the Makerspace in violation of any local, county, or national, regulations, or laws.

Declaration

I understand that I need to follow the rules of the Makerspace:

- **Rule 1** - Be safe
- **Rule 2** - Be nice to people
- **Rule 3** - Enjoy yourself
- **Rule 4** - Contribute to the objectives of the Makerspace
- **Rule 5** - Do not place an unwelcome burden of any kind on any individual or organisation,
- **Rule 6** - Leave the Makerspace and its occupants in a better situation than you found them.
- **Rule 7** - Understand that the directors elected by members, have the final decision on all issues.

When using the Basingstoke Makerspace, I agree to:

- Work and behave in a way that protects the safety of myself and others.
- Ask for help when I am uncertain of what to do or how to operate equipment.
- Report accidents and injuries immediately to a Makerspace director.
- Act responsibly and be courteous to other Makerspace users.
- Check in and check out when entering and exiting.
- Use safety guidelines and safety gear (glasses, gloves, etc.)
- The use of video surveillance for safety and security reasons.
- Take responsibility for my own materials and property.
- Use the Makerspace for maker activities only.
- Respect and abide by all Basingstoke Makerspace guidelines and policies
- Inform the Makerspace of any personal issue that may impact on safety.

When using the Basingstoke Makerspace, I agree NOT to:

- Leave food and drinks without lids in the Makerspace.
- Use the Makerspace to create any objects that endanger anyone.
- Bring alcohol of any kind into the Makerspace.
- Use files, data, images, or any other materials that will infringe any law or statute, or infringe upon any third-party's copyright, patent, proprietary or intellectual property rights.

When using the Basingstoke Makerspace – My preferences:

I am/am not happy (please select) for the Makerspace to use incidental images of me without any personal information attached for Makerspace publicity information (see Privacy policy).

I am/am not happy (please select) for the Makerspace to use a name and image of me on the membership board (see Privacy policy).

Signature Block

Full name:

Signature:

Email Address:

Emergency contact Name:

Emergency contact Phone Number:

Orientation provided by:

Key number:

Date:

Do not sign on this page, this is just for your own records,

The next two pages duplicate these pages but are to be signed and retained by the Makerspace

These two pages duplicate the previous two but are to be signed and kept by the Makerspace

User Agreement (MakerSpace record)

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- The use of video surveillance for safety and security reasons.
- Take responsibility for my own materials and property.
- Use the Makerspace for maker activities only.
- Respect and abide by all Basingstoke Makerspace guidelines and policies
- Inform the Makerspace of any personal issue that may impact on safety.

When using the Basingstoke Makerspace, I agree NOT to:

- Leave food and drinks without lids in the Makerspace.
- Use the Makerspace to create any objects that endanger anyone.
- Bring alcohol of any kind into the Makerspace.
- Use files, data, images, or any other materials that will infringe any law or statute, or infringe upon any third-party's copyright, patent, proprietary or intellectual property rights.

When using the Basingstoke Makerspace – My preferences:

I am/am not happy (please select) for the Makerspace to use incidental images of me without any personal information attached for Makerspace publicity information (see Privacy policy).

I am/am not happy (please select) for the Makerspace to use a name and image of me on the membership board (see Privacy policy).

Signature Block

Full name:

Signature:

Email Address:

Mobile:

Emergency contact Name:

Phone Number:

Orientation provided by:

Key number:

Date: