

META MAKERS COOPERATIVE STANDARD OPERATING PROCEDURES

Member Access

- Members can come and go 24/7 using their member key card.
- Members must sign the contact tracing form upon entering the makerspace.
- Members must never lend their key card to someone else.
- Members must not identify themselves or Meta Makers on the key card.
- Notify access@metamakers.org immediately if you lose your key card or it fails.
- If you are the last person to leave, please follow the posted shutdown instructions.
- Areas identified as “Closed” are off limits.

Guest Access

- Members may escort a guest for a free tour after they sign the guest waiver.
- Guests must be accompanied by a member at all times.
- Guests must purchase a day pass for an extended visit (more than 1 hour) or to use equipment.

Events and Classes

- To run events or classes at Meta Makers, submit the Events Request Form into the Donations/Suggestions box or email it to directors@metamakers.org.
- Check the calendar and be considerate of classes that are scheduled. Try to limit noise or disruptions at those times.

Day Passes

- Guests must complete a day pass form and submit the form and payment into the Donations/Suggestions box.

Donated and Loaned Equipment

- Members must always complete the Equipment Entry form for donations or loans.
- Donations and loans must be approved by the Safety officer before entering Meta Makers.
- Any items left at Meta Makers by non-members (or former members) for longer than 30 days become the property of Meta Makers.

Equipment

- Some equipment has posted instructions that must be followed by all.
 - These instructions could include:
 - Access Restrictions,
 - Training requirements,
 - Safety requirements or precautions,
 - Operation instructions,
 - Consumable items that the member is responsible for providing or replacing,
 - Or other requirements not stated here.
- No safety mechanisms shall be defeated, modified, removed or tampered with in any way.
- Equipment must remain in and be used within the Meta Makers space.

Equipment Malfunction

- If equipment fails or is unsafe to operate, find a “Do not use” tag at the safety station and place it over the failed equipment with a note explaining the issue and contact the safety officer.
- Never remove the “Do not use” tag or attempt to use tagged equipment. Only the Safety Officer or designate may remove it.

Equipment Training

- Identified equipment requires training, contact the individual designated on the posting.

Safety

- Member must provide their own Personal Protective Equipment (PPE).
- At no time will a member do anything that will create sparks.
- All members comply with the posted COVID policy.

Member Plots

- Each member is granted a member plot to store all of their personal items.
- Personal items should never be left unattended outside of a member's allocated member plot area.
- Meta Makers is not responsible for any lost or stolen items.
- Members are encouraged to secure high value items with their own lock.
- Member plots are private property. Never access another member's plot without their permission.
- Food, drinks and/or chemicals cannot be stored in a member's plot.
- The Safety Officer or designate may remove any contraband or unsafe item without notice. The member will be notified of the removal.
- Former members have 30 days past the end of their membership to claim items from their plots. Afterwards the items are considered abandoned and become the property of Meta Makers.

Food

- Members can store food in the fridge labelled with their name and the date.
- Spoiled food can be thrown out by anyone.
- Please respect members belongings and do not touch another member's food.

Chemicals

- Chemicals may only be stored in the Chemicals Cabinet at the discretion of the Safety Officer.
- Never pour chemicals down the sink or floor drains. Follow the correct disposal practices.

Conduct

- We share responsibility for creating a safe, positive, and welcoming working environment for all.
- When issues arise, members are expected to conduct themselves and communicate in a respectful manner.
- We have a zero-tolerance policy for harassment of any type.
- Anything removed without permission is considered theft and will be handled accordingly.
- Understand that some noise is unavoidable so be tolerant of the noise being produced by others and considerate of the noise you are producing. Please be respectful and accommodate other members if you play music.
- Please clean as you go and leave the facilities, tables, and equipment in a clean state ready for the next member.
- No member will do anything to permanently change the space, floor or walls without permission.
- A member's personal information is confidential and should never be shared without permission or consent.

Cameras

- All members consent to 24/7 video recording of the makerspace and surrounding areas for audit purposes only.
- I am aware that photos or videos might be taken of me or my work and shared publicly for promotional purposes.

Penalties

- Members risk suspension or termination of membership if these SOPs are not followed, as defined in sections 6.9 through 6.14 of the Meta Makers bylaws, titled "Termination of Membership for Cause".
- Email the Board at directors@metamakers.org if you have any concerns.

Changes

- These SOPs may be updated by the Board at any time. Members shall be notified of any changes via their member email. By remaining a member, your understanding of the new terms and consent is implied.

I hereby acknowledge that I have read, understand and agree to the terms of these Standard Operating Procedures.

Member Name: _____

Member or Guardian's Signature

Date