

MAKER WORKS



Licensee Handbook

Version 1.2, November 9, 2017

Changes since 2/26/2016:

- *Add Pro membership as an option. (New membership option.)*
- *Removed mention of discounted membership for licensees. (No longer offered.)*
- *Emphasized need to follow rules on flammables.*
- *Added phrase “or be a nuisance” to aspects of use that should be discussed with staff beforehand.*
- *Added note about not temporarily halting UPS deliveries.*

This handbook describes policies and procedures for licensees at Maker Works. Because a licensee is Maker Works, has all-hours access to their space, may be a regular or all-hours member, and has responsibilities around their space, the licensee is bound by the following agreements and policies:

General Membership

- Section 1 (Information) of the Member Agreement
- Section 2 (Release, Indemnity, and Assumption of Risk) of the Member Agreement
- Section 3 (Membership and Maker Works Rules) of the Member Agreement
- the Membership Handbook

All-Hours Access

- Section 4 (All-Hours Agreement) of the Member Agreement
- All-Hours Handbook

As a licensee

- this Licensee Handbook
- the space-specific License Agreement

Please ask to see a copy of any of these agreements.

Licensing

Maker Works licenses space--it does not rent or lease space. Please consult your licensing agreement for specific terms of the agreement. This document explains additional policies and procedures (as per section 3 of the license agreement) and does not replace the licensing agreement.

Availability

From time to time Maker Works may make space available for licensing. Persons or businesses must apply to license space (see the Application to License Space). Maker Works reserves the right to apply arbitrary criteria in determining to whom to license space, which may include length of membership, status of membership, type of work, compatibility of work with available space, and so on. Licensed space at Maker Works carries a great deal of responsibility and exposes Maker Works to potentially great losses, so we ask that applicants understand that we approach this relationship with care.

Membership and Use of Maker Works

Membership--the right to use the general space and tools at Maker Works--is available separately from licensing. Membership is not required to license a space at Maker Works, but no other benefits aside from basic facilities like bathrooms, kitchen, and internet are available without some form of membership.

All-hours or Pro membership is required, as appropriate, if any use of the general space and/or tools outside our staffed hours will be made.

Your application for licensing space has a space to indicate if you want all-hours membership, and if your interest in licensing space is dependent on all-hours membership.

Note that Section 3 of the member agreement is required even if no membership is active.

Safety

In general, the normal Maker Works rules that apply to the shop in general apply to your licensed space, especially including the Principles of Safety. (See the Member Handbook.) Check with staff if you intend to use or store any materials or perform operations that pose a safety risk, including but not limited to:

- flammable substances
- toxic or irritating substances
- compressed gases (including inert)
- high current, voltage
- heat/flame

Generally speaking, you may locate and use your own tools or machines in your licensed space. Any use of these machines is purely at your own risk, since Maker Works has no reasonable oversight of maintenance, use, specification, installation, etc. Storage and use would need to conform to all other policies and rules, including storage of flammables. You may *briefly* use Maker Works' tools from the tool crib in your space if you have a membership that applies to the period of use (e.g., during regular business hours if holding a regular membership, at any time for all-hours membership). Because your use of a tool is not visible to other members, do not take tools that are specific to an area (e.g., wood, metal, electronics, etc.), since it would not be possible for members or staff to locate the tools. Devices that pose a fire hazard through operation or malfunction may not be left running unattended. (This includes any device that may stall, short-circuit, etc.) In general, please discuss beforehand any aspect of your use of the licensed space that could pose a risk to Maker Works or be a nuisance.

Security

You will be issued keys for both Maker Works and your licensed space. You may copy your licensed space keys, but must turn in all copies when vacating. You may not copy any other Maker Works keys, and must return all keys when vacating.

You are responsible for making sure your windows and doors are locked when your space is unoccupied. This is very important--we put a lot of effort into making sure the building is secure, and depend on licensees to do their part.

You will be required to execute the entire closing SOP if you are the last person to leave Maker Works. This will take at least 10-15 minutes and involves walking the entire building.

The spaces at Maker Works are only as secure as offices with drop-ceilings and standard locking door knobs are. We suggest keeping this in mind in terms of valuables kept in your space.

Miscellaneous

Notify staff if anything in your space is expected to

- emit unusual odors

- create unusual sounds
- create any disturbances in the force

You may temporarily override the HVAC to enable heating or cooling (e.g., outside normal business hours), but within limits: cooling should be no lower than 72 degrees, and heating no more than 68 degrees.

Please note that UPS does not have a way to temporarily halt deliveries to one business at an address without halting deliveries to all the businesses. Please do not ask UPS to halt deliveries for 3765 Plaza Drive, even if you specify some sub unit (e.g., Suite 5). In the past this has disrupted important deliveries to Maker Works and other licensees, with no way of retrieving the packages until the delivery halt has ended.

Please refer to the Member Handbook for delivery policies.

UPS and USPS packages are normally located on receiving shelves in the conference room. Mail is in a mail cubby in the kitchen.

You may check incoming USPS mail at the mailbox--the key is on the mail cubby, and must be returned immediately after use. Place remaining mail on the front desk.

Sub-Licensing

The nature of Maker Works is such that we do not allow sub-licensing of spaces. All persons using a licensed space must have a primary, bonafide business relationship such as

- members of a business entity
- employees
- contractor

If you have any question about your projected use, please check with us first.

Guests and other Non-Employees

Licensees may have a limited number of business guests in the common room, conference room, and licensee's office after hours without prior approval, as long as their behavior can be monitored to insure their safety and the safety of the facility. Guests in other areas after hours must have prior approval and, at any time, must not operate any tools or engage in work. They must typically also have a signed waiver on file.

Larger meetings or groups such as classes held after hours require prior approval and may involve staff costs, since there is no reasonable way to restrict access to only limited areas of the building for such events. See the Conference Room Use policy for details.