

Welcome to The Bodgery!

As a community-run organization, we place a lot of trust in each other, and we all help keep things running around here. There's a lot to learn, so here are the starting guidelines.

1. Be excellent to each other. That also means don't be a jerk. All rules stem from this.
2. Most tools in the space are owned by members, please respect them. If you don't know how to use a tool, please ask! Asking for guidance is a good thing.
3. Information about tools may be found on the wiki. Please edit if you can improve it.
4. [Yellow-tag] tools require a checkout from Area Captain before use.
5. [Red-tag] tools are members only, and require a class or personal instruction before use.
6. If you'd like to keep a tool here (that we don't already have) you are welcome to, as long as everyone may use it, otherwise it has to stay in your member storage.
7. Member benefit! You may invite or open the space to your own guests.
 - a. You may host as many as you can supervise (keeping an eye on them for safety and tool security, and ensuring that they follow our rules). We recommend no more than 5, other than a class or meetup.
 - b. Guests must also complete a waiver on their first visit (sign in at the digital kiosk), and must sign in on the kiosk every time they visit.
8. When leaving, if there are only a few people left, please let them know you're leaving. If you're the last one out, follow the closing up procedures posted by the door. If necessary, pass off any guests you were hosting or ask them to leave.
9. Standing rules are located on the wiki. Please read them.
10. You will be added to a public email list (madcitymakers@googlegroups.com), and a members-only email list (thebodgery@googlegroups.com). Use the members-only list for internal/shop/tools communication, and public list for broader and community discussions. Please do not remove yourself from the members-only list, as we use that to communicate essential info.
11. You will also be invited to a members-only Slack team. This is an app/program for your phone or computer, which holds group chat. Great place to talk with other members, ask questions, etc.
12. Almost all of the Bodgery's expenses and operational funding come from member dues, so thank you for contributing! You're helping keep this resource open for the community.
 - a. **Member dues are due each month, on the day you first signed up.** Key-fobs will be automatically turned off a week after that monthly date for non-payment.
13. If you want to host a group, class, meetup, or event, please do!
 - a. Check the calendar for conflicts, then email events@thebodgery.org to make sure there aren't any other conflicts.
 - b. If you would like it to be public, fill out the Event Checklist (on wiki) and email the completed form to events@thebodgery.org.

MINORS IN THE BODGERY

14. We welcome children in the space, and encourage them to make things with their adult(s). Many of our members and regular guests are parents.
15. For safety reasons, all minors between 0-15 must be accompanied by adult who takes responsibility for them, and works with them on their projects. They are not allowed to roam out of sight of their adult for safety reasons.
16. Middle- and High-School age minors can use yellow or red-tagged tools, provided they are checked off/trained, and use them alongside their adult(s), who are also checked-off/trained.
17. Minors from 16-17, who can transport themselves to/from the shop, can be guests without adult supervision, and even a member. As usual, if they break our policies, they will be asked to leave -- and then be on their own outside our walls.

SAFETY

18. If you see something unsafe, say or do something. No one wants to annoy others, but it's important to help each other maintain a careful level of safety. Our liability insurance thanks you.
19. There are four fire extinguishers, and several first-aid kits around the space. The main first-aid kit is located in the kitchen. There is also an eye-wash station above the sink, and a bio-sharps (red) bin above the main first-aid kit. Familiarize yourself with their locations and content.

SHOP CLEANLINESS

20. We are our own janitor. Cleaning, sweeping, and taking out trash/recycling are done by all members. Don't assume someone else will do it, and make others pick up the slack. **Cardinal rule:** Clean Up Any Mess You Make.
21. We do recycle - **all blue barrels/cans are for recycling only**. Recycling guidelines are posted in the kitchen.
22. There is no dumpster, only rolling carts for trash and recycling. They are located outside the building, near the overhead door..
 - a. We take out the bins **on Tuesdays** - please help.

STORAGE and PERSONAL ITEMS

23. Member storage is restricted to one space per dues-paying member, and must be labelled with name and contact info.
24. Personal items brought into the space should be kept on your storage shelf, or taken home.
 - a. Anything left out is subject to use/modification by others, as it's assumed to be public property or materials.

25. Large objects/projects that don't fit on your shelf should either be taken home with you, or have a parking permit completed for them. Parking permits are available above the cleaning materials.

USE OF MATERIALS and CONSUMABLES

26. Please use materials (wood, metal, yarn, electronic components, etc) reasonably, and replace what you use if it's more than a few items. Consumables (3D printing filament, vinyl for the cutter, laser-cutting supplies or time on the machine, welding gas/wire) have fees associated with them, and are marked. Please leave payments in the marked bins.

BODGERY CULTURE

27. We try to create an open and welcoming environment. Please respect all others in the space.

28. Non-harassment, non-discrimination policy (not ok, not allowed). Those considered disrespectful or harassing to others will be asked to leave, whether guest or member. Please speak up for others - if someone is being disrespectful or rude, no matter if member or guest, tell them to stop, and even kick them out if they don't stop.

29. The converse: Please be welcoming and friendly as this is our culture goal. "Knowledge competition" is unproductive, and everyone has gifts they bring to the Bodgery.

30. Please say hi and welcome guests, give guest tours, participate in group events, help improve the space, edit the wiki, and contribute to the blog.

31. When talking about The Bodgery, remember to say "we". You're one of us now!

TOUR CHECKLIST

- Key-fob entry, green-button exit. Web-cam switch
- Projector setup explained.
- Walk through the close-up procedure:
 - Light switches off (and location), and ceiling fan switch.
 - Camera switch to "Closed", and "Open" sign turned off.
 - Check to make sure all machines are off even if you weren't using them.
 - Make sure front/back doors are locked behind you, and overhead door is closed AND padlocked.
 - Both thermostats turned down (review locations)
 - 55 degrees when empty, 68 degrees if occupied
- Internet wifi access: ssid= the_bodgery, pw= 0987654321
- Location of cleaning tools and supplies, and parking permits.
- Location of fire extinguishers and first aid kits.
- Location of (red) dues box and consumable payments boxes.
- Fridge/Snacks/Vending payments go in the cup inside the fridge, on the door. Please do not keep personal food in the fridge. If you do leave shared food, please label it with the date.