

# 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.
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!
3. We are our own janitor. Cleaning, sweeping, and taking out trash/recycling should be done by all members. Don't assume someone else will do it. Take initiative.
4. Any member may invite or open the space to guests, and
5. Guests must sign in when they visit and a member must sponsor them (keep an eye on them for safety and tool security, make sure they follow our rules).
6. Guests must also complete a waiver on their first visit.
7. You will be added to a public ([madcitymakers@googlegroups.com](mailto:madcitymakers@googlegroups.com)) and a members-only ([thebodgery@googlegroups.com](mailto:thebodgery@googlegroups.com)) mailing list. Use the members-only list for internal/shop/tools communication, and public list for broader discussions.
  - ☐ Email [thebodgery@googlegroups.com](mailto:thebodgery@googlegroups.com) and post a "Hi I'm so-and-so" message. Tell us about yourself (background, past projects, future ambitions, where you heard about us)
8. When leaving, let others know you're leaving. If you're the last one out, follow the closing up procedures posted by the door or on the wiki.
9. Information about tools may be found on the wiki. Please edit if you can improve it.
10. Bylaws and standing rules are located on the wiki. Please read them.
11. We do recycle. Recycling guidelines are posted near the exterior door.
12. The dumpster and recycling bin are at the back corner of the parking lot.
13. Personal items brought into the space should be labelled with your name.
14. Large objects/projects should have a parking permit completed for them.
15. Member storage is restricted to one space per dues-paying member.
16. Member storage space must be labelled with name and contact info.
17. Items in the public spaces are available for everyone to use, unless they're in member storage or have a completed parking permit attached. Please use consumables reasonably or replace what you use.
18. If you see something unsafe, say something, do something.
19. We try to create an open and welcoming environment. Please respect all others in the space. Those considered disrespectful or harassing to others will be asked to leave.
20. All members SHOULD/may: say hi and welcome guests, give guest tours, participate in group events, help improve the space, edit the wiki, and post to the blog.
21. **When talking about The Bodgery, remember to say "we". You're one of us now!**

## New Member Registration Form

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Emergency Phone: \_\_\_\_\_

### The Bodgery Agreement & Waiver Information

By becoming a Member of The Bodgery, you are agreeing to follow and live by the The Bodgery By-Laws and Standing Rules that are posted on our wiki. If you choose not to follow our By-laws or Standing Rules (as determined by the board), you will be asked to leave the community. You also agree to pay your membership dues by the first of each month. If dues are over 30 days past due you will be asked to turn in your keyfob and you will forfeit your membership with The Bodgery. As a Member you are not allowed to make copies of your keyfob to the space and you agree not to loan or give your keyfob to another individual. You are responsible to return your keyfob back to The Bodgery if you desire to cease being a Member.

As a Member of The Bodgery you are agreeing that in the event of being injured or harmed from tool usage, carelessness, or any other unforeseen reason you will not and cannot hold The Bodgery or any other member responsible. You are agreeing to waive your legal rights or personal actions against The Bodgery, its Directors or its Members. As a Member you have chosen to act as an individual and accept all responsibilities for any possible accidents, injury, or wrongful doing.

The Bodgery *has the right to modify or change this Agreement at any time.*

Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### For Internal Use Only

Initial \_\_\_\_\_ Member agreement (above) signed/dated.

Initial \_\_\_\_\_ Emergency contact info complete.

Initial \_\_\_\_\_ Prorated initial dues. Start date: \_\_\_\_\_ Amount due: \_\_\_\_\_

Initial \_\_\_\_\_ Initial dues paid in full. Circle one: Cash / Check / Credit

Initial \_\_\_\_\_ Key assigned. Thumb / Fob / Card: \_\_\_\_\_ Slot: \_\_\_\_\_

Initial \_\_\_\_\_ Added to member mailing list.

Initial \_\_\_\_\_ Added to public mailing list (madcitymakers@googlegroups.com).

Initial \_\_\_\_\_ Orientation walkthrough.

Initial \_\_\_\_\_ EAC space and membership explained.

Initial \_\_\_\_\_ Wiki account created ([ ] opted out)

Initial \_\_\_\_\_ Added to CRM.

All above must be completed before leaving, please email [contact@thebodgery.org](mailto:contact@thebodgery.org) in case of problems.

Certified by: \_\_\_\_\_

The Bodgery Officer's signature

(print name of officer)

Date

