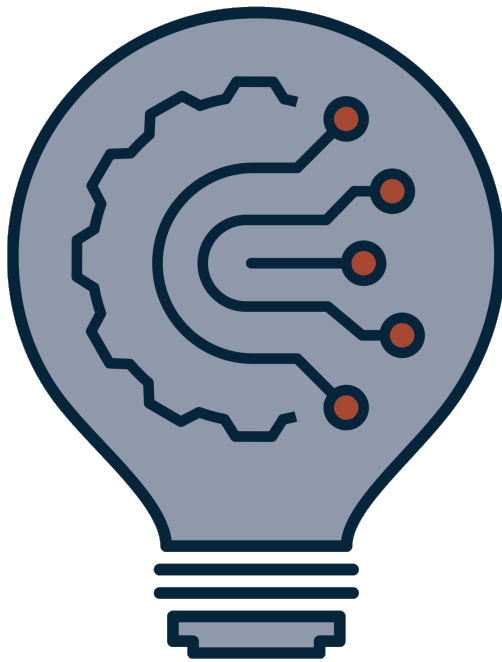


The Rules of the Blaster Design Factory

Adopted by the Mines Maker Society on August 18, 2023



Last Revised: August 18, 2023

Last Generated: September 7, 2024

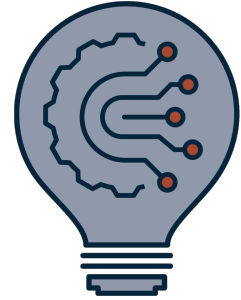
Contents

Policy 001: Blaster Design Factory Rules	3
Background and Purpose	3
Policy	3
Sanctions	4
Review	4
Policy 002: 3D Printing Rules	5
Background and Purpose	5
Policy	5
General Rules	5
Filament Printing	6
Resin Printing	7
Sanctions	7
Review	7
Policy 003: Key Access Policy	8
Background and Purpose	8
Policy	8
Conditions for Key Possession	9
Review	9
Policy 004: Responsibilities of Established Leadership Positions	10
Background and Purpose	10
Leadership Board	10
Chairs	13
Ex-Officio Positions	13
Sanctions	13
Review	13
Policy 005: Locker and Bin Storage Policy	14
Background and Purpose	14
Policy	14
Review	15
Policy 006: Departmental Partnerships	16
Background and Purpose	16
Policy	16
Review	16
Policy 007: Printer Reservation Policy	17
Background and Purpose	17
Policy	17
Review	17

Policy 008: Space Cleanliness	18
Background and Purpose	18
Policy	18
Sanctions	19
Review	19
 Policy 009: Dust & Noise	 20
Background and Purpose	20
Policy	20
Dust Generation	20
Noise	21
Sanctions	21
Review	21
 Policy 010: Tool Checkout	 22
Background and Purpose	22
Policy	22
Checkout Procedure	22
Checkout Restrictions	22
Sanctions	23
Review	23

Mines Maker Society
Policy 001
Blaster Design Factory Rules

Last Revised July 9, 2023



Policy 001: Blaster Design Factory Rules

Background and Purpose

The Mines Maker Society is committed to developing a strong “making community” at Colorado School of Mines. The Maker Society will enable individuals to make anything that they wish to create in the easiest conceivable way for the person wishing to learn (while complying with Mines’ regulations and all applicable laws).

This policy outlines rules that govern the Blaster Design Factory and Mines Maker Society.

Policy

In addition to abiding by the Mines Student Code of Conduct, members of the Mines Maker Society and the Makerspace community will adhere to the following guidelines or risk banishment.

1. No cursing louder than normal speaking volume and never directly at another person.
2. No selling of goods or services under any circumstances in the space.
3. No using machinery/tools/anything in the space to make items for profit.
4. No storing of items in the space unless approved and only in the marked grey bins for the approved time period.
5. Clean up after yourself and the people you let into the space (or make sure they clean up for themselves). This includes wiping the whiteboards after one is done writing. Leave it better than you found it.
6. No playing music loud enough so the offices above the makerspace can hear it between the hours of 7am and 6pm. Absolutely no music with obscene lyrics/messages during this time. Between the hours of 6pm and 7am the next morning (after hours), use best judgement, but stay away from playing music that would be offensive to at least 30% of the population. If you wonder if it is allowed, err on the side of caution and do not play it. Noise is not an issue during these times unless someone asks you to turn it down. Comply at this point.
7. No writing offensive messages. We are a diverse community. Be respectful.
8. No destroying/stealing Maker Society property.

9. The Maker Society Executive and Leadership Team reserve the right to hold Executive Session in the Blaster Design Factory when necessary, though this should be done outside of open hours when possible.
10. Do not leave your items on tables or workplaces, unattended for longer than 20 minutes.

This list of rules is not comprehensive. Please always use best judgement in actions and words.

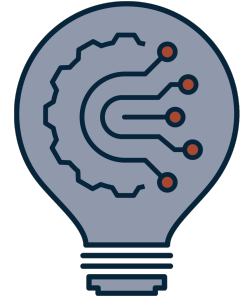
Sanctions

Pursuant to the Bylaws of the Mines Maker Society, SAIL and BSO Guidelines, and the Mines Student Code of Conduct, the Executive Board, in consultation with the Club Advisor and the Leadership Board, may sanction individuals for violating the rules of the Mines Maker Society and Blaster Design Factory. Before an individual is sanctioned, a meeting should be scheduled with them to provide Due Process.

Sanctions may include, but are not limited to, required safety training, loss of privileges within the Blaster Design Factory, ineligibility to hold Office within the Mines Maker Society, and in exceptional circumstances, loss of access to the Blaster Design Factory.

Review

This policy shall be reviewed at least annually by Maker Society Leadership.



Policy 002: 3D Printing Rules

Background and Purpose

The Mines Maker Society is committed to developing a strong “making community” at Colorado School of Mines. The Maker Society will enable these individuals to make anything that they wish to create in the easiest conceivable way for the person wishing to learn (while complying with Mines’ regulations and all applicable laws).

This policy outlines rules for Maker Society Members and Members of the Mines Community to use the 3D printing resources of the Mines Maker Society.

Policy

General Rules

The following is a list of laws that anyone must abide by to 3D print in Blaster Design Factory. Failure to comply may result in the suspension of 3D Printing rights.

1. Before slicing your first print talk to a space captain on duty, even if you have 3D printing experience.
2. Fill out the print survey and the Maker Info placard for all prints.
3. Monitor the first layer of the print to make sure it adheres to the build plate.
4. Don't put glue on the 3D printer without Space Captain approval. Prints longer than 12 hours or over 250 grams require Space Captain approval. This limit may be changed by the Maker Society Leadership Board during high-volume times of the year.
5. Only Space Captains are allowed to change filament on the printer.
6. When all printers are in use, printers will operate on a first-come, first-served basis. People wishing to print must put their Blastercards in the Print Queue to get in line for printing. People in the print queue may not leave the BDF for prolonged periods of time and remain in the Print Queue. The Space Captain on duty, Executive/Leadership Board Members, and Space-trusted Directors/Individuals will oversee the use of the Print Queue. Shall a printer become available and the next

individual in the print queue not be present, then the open printer shall go to the next present person in the Print Queue.

7. Do not attempt to repair 3D printers, including performing maintenance and/or calibration. Printer Technicians and Maker Society Leadership may designate other trained persons who may maintain printers or perform repairs.
8. Use of personal filament requires Space Captain approval.
9. One person should not use more than one printer at a time.
10. Only trained Space Captains and Makerspace Leadership are allowed to run and process resin prints.
11. Guns, parts for guns, or gun-like parts, porn, and sexual content are not allowed to be printed in the makerspace under any circumstances. If we suspect that your print may break this rule, we will cancel the print and destroy the part.
12. Profane language may only be printed with Space Captain approval and outside of working hours.
13. Only PLA and PETG materials with no additives are to be printed in the Blaster Design Factory. Exceptions can be made by the Executive Board.
14. The 3D Printing Guidelines may be adjusted accordingly by the Maker Society Executive Board to accommodate times of the semester with increased traffic.

Filament Printing

- Don't put glue on the 3D printer without Space Captain approval. Prints longer than 12 hours or over 250 grams require Space Captain approval. This limit may be changed by the Maker Society Leadership Board during high-volume times of the year.
- Only Space Captains and trained individuals are allowed to change filament on the printer.
- Use of personal filament requires Space Captain approval.
- Personal filaments other than PLA or PETG without additives may be printed at will. Any other filament compositions must be reviewed by a technician prior to use.
- Prior to the use of any personal filament, the spool must be marked with:
 - the owner's Name,
 - the owner's Mines email,
 - and, the filament approval ID¹.

¹TBD

- Only PLA and PETG materials with no additives are to be printed in the Blaster Design Factory. Exceptions can be made by the Executive Board and Technicians.

Resin Printing

- Only trained Space Captains and Makerspace Leadership are allowed to run and process resin prints.
- Any person running resin prints must have completed the EHS Lab Safety and Hazardous Waste Generator Trainings before they are allowed to use the resin printers.
- Refer to the SOPs for the and Prusa SL1S Speed when printing. Having access to the SOP without a training from a person approved to SLA print does not constitute proper training to use the resin printers.
- The Executive Board, Leadership Board, and/or Technicians shall maintain a list of people approved to use the resin printers.

Sanctions

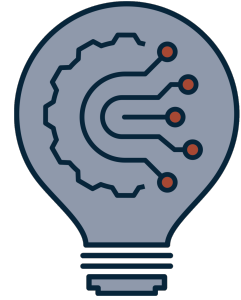
Individuals and groups who violate 3D printing rules may be sanctioned by the Executive Board in accordance with the procedures established in Mines Maker Society Rules. The most appropriate sanction for violating 3D printing rules is recommended to be a warning, followed by a loss of 3D printing privileges for additional violations. In addition, for violation of Section 2.11, a meeting will be scheduled with the offending individuals or groups to discuss sanctions and/or other repercussions.

Review

This policy shall be reviewed at least annually by Maker Society Leadership.

Mines Maker Society
Policy 003
Key Access Policy

Last Revised July 9, 2023



Policy 003: Key Access Policy

Background and Purpose

The Mines Maker Society is committed to developing a strong “making community” at Colorado School of Mines. The Maker Society will enable these individuals to make anything that they wish to create in the easiest conceivable way for the person wishing to learn (while complying with Mines’ regulations and all applicable laws). Part of this mission includes maintaining access to the Blaster Design Factory at reasonable (and occasionally unreasonable) hours for members of the Mines Community.

This policy outlines the process required for a member of the Maker Society to receive key access to the Blaster Design Factory.

Policy

Members of the Mines Maker Society may petition to get a key to access the Blaster Design Factory when they:

- Are an active member of the Mines Maker Society for greater than two months
- Have a valid reason to be inside the Space after hours, including, but not limited to:
 - Have an active project for which they are using MMS tools for extended periods of time and would otherwise disrupt accessibility to other members of the Mines community
 - Holds an Executive Board, Leadership Board, or Chair position, or Committee assignment within the Mines Maker Society
 - Are an Executive Officer of another Registered Student Organization with which the Maker Society has a space usage partnership.
- Receive recommendation from an individual who currently has possession of a key

Following a petition from an individual requesting a key, the Mines Maker Society Leadership Board will review the request within two (2) Leadership Board meetings, unless postponed by recommendation of the Maker Society Executive Team, and issue a recommendation to the President, Vice President and, Treasurer.

After receiving recommendation from the Leadership Team, a two-thirds vote from the President, Vice President, and Treasurer shall confer possession of a key to the member.

Conditions for Key Possession

Once possession of a key has been conferred to a member, those members are expected to uphold all Blaster Design Factory and Mines Maker Society rules to the highest standard.

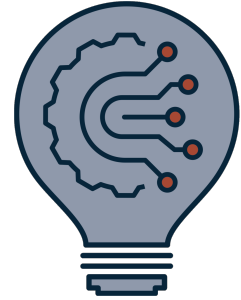
Current Keyholders, Maker Society Leadership, and Maker Society Executive Board may review a member's access to keys should a keyholder be in violation of Maker Society rules or cause other concerns that need to be addressed. Concerns shall be forwarded to the Club Advisor and/or other administration as pertinent.

Review

This policy shall be reviewed at least annually by Maker Society Leadership.

Mines Maker Society
Policy 004
Responsibilities of Established Leadership Positions

Last Revised July 9, 2023



Policy 004: Responsibilities of Established Leadership Positions

Background and Purpose

The Mines Maker Society is committed to developing a strong “making community” at Colorado School of Mines. The Maker Society will enable these individuals to make anything that they wish to create in the easiest conceivable way for the person wishing to learn (while complying with Mines’ regulations and all applicable laws). A critical part of the success of the Maker Society is the Establishment of a Leadership Board and other ex-officio positions to aid the Executive Board in accomplishing these goals.

This policy outlines the responsibilities and expectations of those serving on the Leadership Board.

Leadership Board

Members of the Leadership Board should abide by the following expectations:

1. General Expectations
 - (a) Uphold Mines Honor Code and the Blaster Design Factory Rules and Policies to the highest standard.
 - (b) Conduct themselves professionally.
 - (c) Treat people with respect, do not discriminate, and respect boundaries.
 - (d) Help host at least one club event per semester.
2. Blaster Blaster Blaster (Blaster Blaster Blaster Blaster)
 - (a) Work with Office of the President to maintain and repair the Blaster Blaster when requested
 - (b) Implement design upgrades for the Blaster Blaster
3. Mines Foundation Liaison
 - (a) During the Fall Semester, lead 3D printed Blaster production for the Foundation’s #idigmines campaign

- (b) Work with the Foundation on other promotional projects as needed, within reason
 - (c) Work with the Foundation to aid the Mines Maker Society in fundraising for Magic Wheelchair and general club affairs (Goldmine, etc.)
4. Events Coordinator
- (a) Ensure that events are approved and create signup links
 - (b) Work with the Leadership Board to ensure activities are run every at every club event.
 - (c) Post events to the Daily Blast and work with the Marketing Coordinator to post events on Maker Society communication channels.
 - (d) May, under consent of the Executive Board, create committees and subcommittees for large-scale Mines Maker Society and Blaster Design Factory events.
 - (e) May, under consent of the Executive Board, have their event hosting requirement waived to focus on aiding all other members with their events.
5. Marketing Coordinator
- (a) Maintain a branding standard for Mines Maker Society and Blaster Design Factory
 - (b) Actively run the Instagram account for Mines Maker Society
 - (c) Take photos and videos of projects, workshops, and events
 - (d) Advertise Mines Maker Society events on Instagram, OreConnect, Discord, and other communication platforms used by the Maker Society
 - (e) For sufficiently large events, coordinate an Instagram takeover on the @coloradoschoolofmines Instagram
 - (f) May, under consent of the Executive Board, create a Marketing Committee to delegate duties
6. Webmaster
- (a) Update and maintain the website when needed
 - (b) Maintain the Google knowledge panel for the Blaster Design Factory
7. Magic Wheelchair
- (a) Make children's dreams come true
 - (b) Work with an outside organization to find a child to design a costume for
 - (c) Organize service events to build the costume with other club members
 - (d) Deliver the final costume to the child before Halloween.

8. Space Improvement

- (a) Will improve the Blaster Design Factory (BDF) in either a functional or artistic way
- (b) Coordinate at least one BDF improvement weekend per semester
- (c) Shall chair a Committee of Space Improvement and Maintenance to fulfill the duties of the Office and may delegate Improvement/Maintenance responsibilities to members of such Committee

9. Historian

- (a) Shall provide the Executive and Leadership Boards with Maker Society and Blaster Design Factory History upon their request to aid in decision making
- (b) It is recommended that the Historian shall be composed of the most senior member of the Mines Maker Society
- (c) The Historian may, at their discretion, designate, in part or in whole, their vote on the Leadership Board, to another member of the Mines Maker Society, though no member of the Mines Maker Society may cast more than one (1) vote.
- (d) Shall have the ability to declare themselves a nonvoting member of the Leadership Board and, if they shall elect to do so, will not be counted for the purposes of Quorum

10. Clerk

- (a) Shall keep the Agenda and Meeting Minutes for Leadership Board Meetings
- (b) Shall, with the consent of the Executive Board, keep the Agenda and Minutes for Executive Board meetings
- (c) Shall ensure that all Maker Society policies are reviewed according to their respective policy review schedules.

Pursuant to the Bylaws of the Mines Maker Society, positions on the Leadership Board “are ad hoc and may be adjusted at any time to suit club needs.”

Appointed positions shall serve one-year terms equivalent to the Executive Board of the Maker Society and be reelected yearly at the same time, as with the other Officers of the Maker Society, if not dissolved by the Executive Board.

The same person may hold multiple positions on the Leadership Board and Executive Board with the consent of the Executive Board, but they shall only receive one (1) vote. However, no person shall hold multiple positions on the Executive Board. For Leadership Board positions where Executive Board permission is required, permission shall be granted by unanimous consent of the remaining Executive Board Officers.

Chairs

The Executive Board may also create Committees for short-term appointments. Each Committee shall consist of a Chair appointed by the Executive Board and other members so determined. Unless otherwise decided by the Executive Board, Chairs and Committee members shall be nonvoting. This section shall not be construed as to remove a vote from a Voting member of the Executive or Leadership Board. However, shall a member of the Executive and/or Leadership Board be granted a vote by a Committee Assignment, they shall only receive one (1) vote total.

The Executive Board may dissolve a Committee at any time.

Ex-Officio Positions

Under the consent of the Executive and Leadership Boards, the Maker Society may partner with other Registered Student Organizations to share space and resources between clubs within the Blaster Design Factory.

Any RSO who is partnered with the Maker Society shall receive the ability to nominate an Officer to serve an Ex-Officio role. This Officer shall receive all privileges and responsibilities of a member of the Leadership Board. Should an Ex-Officio officer also hold a position on the Leadership or Executive Board of the Maker Society, they shall only receive one (1) vote total.

The Maker Society shall maintain a true and accurate ledger of partnered organizations.

Consent in this section shall be defined as the same consent necessary for the Removal of an Officer pursuant to the Bylaws of the Maker Society.

Sanctions

The Executive Board shall reserve the right to sanction or assign consequences to members of the Leadership Board for violations of the Bylaws of the Mines Maker Society, Maker Society Rules and Policies, or the Colorado School of Mines Student Code of Conduct. These sanctions shall abide by all Mines Policies, especially the Student Code of Conduct.

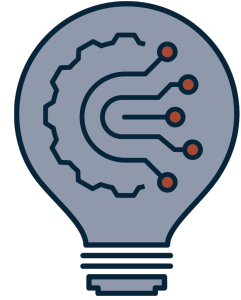
The Executive Board may request advice from its Faculty Advisor, Historian, or other Leadership and Club members should they deem necessary. SAIL should be notified about incidents when appropriate.

Review

This policy may be reviewed at any time pursuant to the Bylaws of the Mines Maker Society, and this policy shall be reviewed at least annually by the Maker Society Executive Board.

Mines Maker Society
Policy 005
Locker and Bin Storage Policy

Last Revised July 9, 2023



Policy 005: Locker and Bin Storage Policy

Background and Purpose

The Mines Maker Society is committed to developing a strong “making community” at Colorado School of Mines. The Maker Society will enable these individuals to make anything that they wish to create in the easiest conceivable way for the person wishing to learn (while complying with Mines’ regulations and all applicable laws).

A service that the Club provides is the ability to store certain projects for medium-term storage.

Policy

Any individual of the Mines Community may request to have a locker or storage bin to store items.

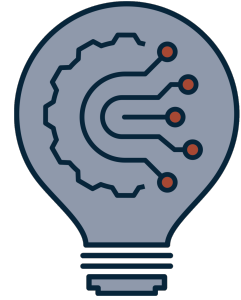
Individuals using storage spaces are expected to comply with all Maker Society policies. At all times, items must be stored safely according to EHS guidelines. Individuals understand that storage spaces may be subject to search for safety and other reasonable concerns. The Maker Society Executive and Leadership Boards reserve the right to revoke storage privileges, and individuals will be given a minimum one-week (5 business day) warning to remove their belongings from the Blaster Design Factory, after which the items will be disposed or donated.

Mines Community members may reserve a locker when a locker is available. Students may not use more than one locker at a time. Locker access shall be reviewed at the end of the Fall and Spring semesters.

Members of the Mines Maker Society may petition to use a storage bin to store longer-term projects and supplies for events. This petition shall require a two-thirds majority of the Executive and Leadership Boards for approval, unless the threshold is changed by a majority of the Executive Board. Storage bins may be used for one project for no longer than the semester in which they were requested, unless extended by the Executive and Leadership Boards under the procedures outlined above.

Review

This policy shall be reviewed at least annually by Maker Society Leadership.



Policy 006: Departmental Partnerships

Background and Purpose

The Mines Maker Society is committed to developing a strong “making community” at the Colorado School of Mines. A core part of developing this community is partnerships with other Mines Departments, Mines Organizations, and other community causes.

Policy

When a department is interested in working with the Maker Society, they should reach out to the President or the Vice President of the club. This request should include:

- Contact Information
- Description of the project and/or the requirements
- Timeline of the event or project
- Description of services from the Maker Society
- Estimated cost and which party will cover the cost

Once the request is received, the Executive Board will determine if it is feasible for the club to proceed with the collaboration. If it is, it will be brought to the Leadership Board within two (2) meetings, where it will determine if it is feasible. If approved, it will be assigned to a Maker Society member, who will then lead the project. The individual requesting the project may be requested to appear at leadership board meetings.

If the project is started and it is then determined that the project is not feasible, the Leadership and Executive Board may cancel the project with a two-thirds (2/3) affirmative vote.

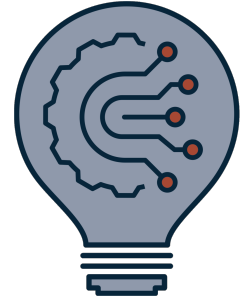
The Executive and Leadership Boards, or their designee, may determine processes for applying for a partnership.

Review

This policy shall be reviewed at least annually by Maker Society Leadership.

Mines Maker Society
Policy 007
Printer Reservation Policy

Last Revised July 28, 2023



Policy 007: Printer Reservation Policy

Background and Purpose

The Mines Maker Society is committed to developing a strong “making community” at Colorado School of Mines. The Maker Society will enable these individuals to make anything that they wish to create in the easiest conceivable way for the person wishing to learn (while complying with Mines’ regulations and all applicable laws).

This policy outlines rules for reserving 3D printers for long-term use.

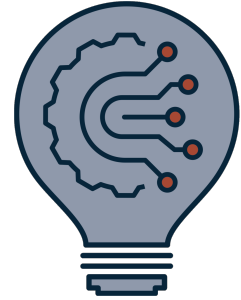
Policy

Individuals of the Mines Community may petition to reserve 3D printer capacity. An individual must petition to reserve printers in accordance with the Departmental Partnerships Policy. Individuals requesting to reserve a printer to use more than one (1) kilogram of filament are expected to cover the cost of the filament.

Under the discretion of the Liaison to the Mines Foundation, one (1) printer may be reserved each Fall semester (and leading up to the #idigmines Campaign) for the printing of Golden Blasters.

Review

This policy shall be reviewed at least annually by Maker Society Leadership.



Policy 008: Space Cleanliness

Background and Purpose

The Mines Maker Society is committed to developing a strong “making community” at Colorado School of Mines. The Maker Society will enable these individuals to make anything that they wish to create in the easiest conceivable way for the person wishing to learn (while complying with Mines’ regulations and all applicable laws).

An important part of a strong making community is ensuring that clean and space safe to work in.

Policy

In order to maintain a clean and safe space, please follow these guidelines:

- If you write on the whiteboard tables or the glass, wipe it away before you leave your work area.
- If you take tools or materials out of any of the chests, cabinets, materials cart, or the cage, return what was removed back to it’s original location once you finish your work for the day.
- If you use a machine in the Blaster Design Factory, turn off the machine once you have finished using it (3D printers only need to be turned off over breaks unless in use).
- If you are going to be leaving your work area for greater than twenty (20) minutes, clean up the spot that you were working on to make it look like you haven’t worked there.
- Food in the refrigerator/freezer must be labeled and must not be kept for longer than one (1) week. Maker Society Administration and Space Captains reserve the right to dispose of rotting/old food.
- If you’re using cutting tools that leave particles on the floor, it is your responsibility to vacuum the floor and the surrounding areas using the shop-vac.
- If using the vinyl cutter, you must remember to remove any images copied to or downloaded to the vinyl cutter computer before logging off. Additionally, all

vinyl/transfer paper scraps must be thrown away when done.

- Unplug hot glue guns when not in use.
- Turn off the soldering iron when not in use.

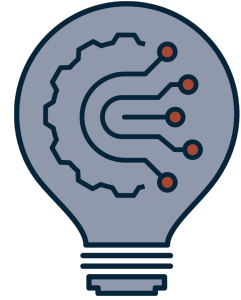
This is not an exhaustive list. The members of the Maker Society Executive and Leadership Boards and Space Captains may request that individuals and groups abide by reasonable expectations.

Sanctions

Failure to follow these guidelines will result in a meeting with a member of the Executive Board. Appropriate sanctions may be determined.

Review

This policy shall be reviewed at least annually by Maker Society Leadership.



Policy 009: Dust & Noise

Background and Purpose

The Mines Maker Society is committed to developing a strong “making community” at Colorado School of Mines. The Maker Society will enable these individuals to make anything that they wish to create in the easiest conceivable way for the person wishing to learn (while complying with Mines’ regulations and all applicable laws). An important component of maintaining our community is to maintain our connections with our neighbors.

Policy

Dust Generation

Tools To prevent harm or irritation to those in or near the space, some limitation on tool and material use must be put in place.

Hand Tools All hand tools may be used during all open hours on appropriate materials.

Electrically Operated Drills and Drivers All battery operated drills and drivers may be used during all hours.

Electrically Operated Saws Electrically operated saws may only be used outside business hours.

Electrically Operated Sanders Electrically operated sanders may only be used outside business hours.

CNC Machines CNC Machines may only be used during business hours with a negative pressure enclosure.

Dust Types In addition to the above restrictions, additional restrictions may apply based on material type.

3D Printed Components No additional restrictions apply to non-composite filaments.

Wood No additional restrictions apply to wood.

Metal No additional restrictions apply to metal dusts produced by filing, sanding, or polishing. Metal dusts produced by grinding operations may not be preformed in the Blaster Design Factory.

Composites Composites may not be cut or abraded during business hours in the Blaster Design Factory. Outside business hours, these materials can be used if proper dust extraction and cleanup procedures are followed. Generally, no trace of these materials may be present after cleanup is completed. This applies to filaments that contain chopped or continuous glass or carbon fibers.

Noise

Tools Noise generation is restricted based on the type of tool being used.

Hand Tools All hand tools may be used during all open hours.

Electrically Operated Drills and Drivers All battery operated drills may be used during all hours. No impact-type drivers may be used during business hours.

Electrically Operated Saws Electrically operated saws may only be used outside business hours.

Electrically Operated Sanders Electrically operated pad sanders may only be used outside business hours. Band files and similar tools may be used during business hours provided compliance with the Dust Generation Policy.

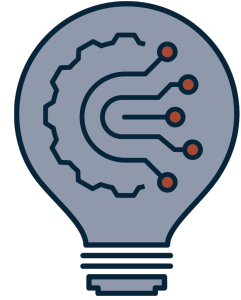
CNC Machines No CNC Machines may be used during business hours.

Sanctions

Failure to abide by this policy will result in the loss of tool use privileges.

Review

This policy shall be reviewed at least annually by Maker Society Leadership.



Policy 010: Tool Checkout

Background and Purpose

The Mines Maker Society is committed to developing a strong “making community” at Colorado School of Mines. The Maker Society will enable these individuals to make anything that they wish to create in the easiest conceivable way for the person wishing to learn (while complying with Mines’ regulations and all applicable laws).

To facilitate learning and access, tools may be checked out of the space for periods of time. These tools represent an important asset in our community, and therefore must be controlled.

Policy

Checkout Procedure

In order to check out a tool from the Space one must do the following:

- Request a Tool Checkout Slip from any member of the Leadership Board.
- Fill out all fields on the slip per instructions.
- Get a signature from a member of the Leadership Board.
- Leave collateral with the board member.

Upon return of the tool:

- Present the tool to a member of the Leadership Board.
- After inspection of the returned tools to ensure functionality, the board member will retrieve the given collateral and close out the checkout slip.

Checkout Restrictions

- One person may only have one open slip at any time.
- Tool checkouts are permitted from 9:00AM to 5:00PM local time.
- No tool checkout may occur overnight.

- Clubs may be exempted from these restrictions pending approval from the Leadership Board provided:
 - The club can demonstrate need to borrow tools and inability to operate without the items.
 - The club is not able to provide equivalent tools themselves.
 - The club can present collateral equivalent to at least half of the requested checkout value.
- Excepted checkouts may have a duration of up to two days.

Sanctions

Failure to abide by this policy will result in the loss of checkout privileges. If a club is performing a checkout, failure to abide will result in that club losing privileges.

Review

This policy shall be reviewed at least annually by Maker Society Leadership.