

CHAMP Member Handbook

The purpose of this document is to explain the day to day rules and regulations of The Canton Hacker and Maker Place. This document can and will be modified as needed.

What it means to be a member of CHAMP - This is a public workspace, all members are responsible for maintaining our space.

Code of conduct

- The Golden Rule - Treat others as you wish to be treated.
- Foul Language - Let's be real here, we are all adults here and foul language happens. Some people are offended by foul language and respect must be adhered to. When there are guests present whether it's a guest of a member, someone coming in for a tour, or a customer of Insta-TEK, please be on your best behavior.
- Respect for others opinions - Everyone here is an individual and we all have different political and religious opinions. Please be courteous to those opinions that differ from yours.
- Other members things - If it's not yours and you were not given permission by the owner to use it. You cannot use it. This would be considered theft.

Dues

- Your dues must be turned in by the first Thursday of the month. CHAMP is self funded and members not paying dues on time can affect our ability to pay our bills.
- Members must cancel their membership at CHAMP via in person, email or phone call. If it has passed the 15th of the month, that member is responsible for paying for that month in full.
- Failure to pay dues for 3 months will lead to expulsion from CHAMP.
- If a member fails to cancel their membership and fails to pay 3 months in a row, they will have their membership canceled and they will owe for those 3 months.
- Late fees - a \$5 late fee will be added for those members who do not pay their dues by the 3rd Thursday of the month. (Yes we want you to pay before the first Thursday but we understand sometimes you might not have the money on that day.)
- Tier Membership Levels (see Tier Membership Section for more information.)
 - Probationary membership is \$60 for 3 months. We do not split this up.
 - Tier 1 - Members owe \$30 a month

- Tier 2 - Members owe \$50 a month
- Tier 3 - Members owe \$45 a month

Tool Use

- The following tools cannot be used until you have been properly trained on usage.
 - 3D Printers
 - Laser Cutter
 - Table Saw
 - Lathe - metal or wood
 - CNC
 - Power saws
- Failure to either use a tool properly or using a tool without proper training can lead to expulsion from CHAMP.
- If a tool breaks while using it properly, do one of the following
 - If you know how to fix it, fix it.
 - If you do not know how to fix it, place an **Orange Borked / Broken** tag on it and let someone know it's broken.
- We know tools wear out and break even if being used properly. As long as it is not considered abuse CHAMP will pay for the fix of the tool.
 - If the breakage was due to improper use, you will be responsible for any costs associated with fixing it.

Personal Storage

- Tier 1 members are not permitted to leave items at CHAMP.
 - If you are working on something and have to leave for the night but you are coming back in the next day, you can leave it out.
- Tier 2 & Tier 3 members have a few options for storage.
 - Each member is allowed a storage container that can be left under the public benches.
 - Bins must be no bigger than 24"x18"x9" tall
 - Bins must be clearly labeled as to who owns it.
 - Lockers - If available any Tier 2 can claim a locker, put their name on it, decorate it and put a lock on it.

Projects

- Group projects - CHAMP tries to always have a group project going on at all times. If you would like to assist in a group project please check with that projects coordinator to see what needs done.

- All group projects must have a **Green Project Invitation** tag on it.
- All group projects must be kept in a location that is out of the way or normal day to day activities unless it is currently being worked on.
- Tier 2 members have the option of placing a **Blue Parking Pass** tag on a project they would like to leave out and work on.
 - These projects must be able to be moved out of the way if necessary.

Cleaning

- Nothing is more frustrating than to attempt to build a project and either there is no space to do it or no tools to do it. You must clean up after yourself.
- CHAMP does not have a housekeeper / cleaning lady / janitor - Failure to clean up after yourself will lead to fines to pay the person who cleaned up after you.
 - Normal cleanup will cost you an extra \$5 on your dues.
 - If it's a bigger cleanup (IE.. having to put someone else's tools away then sweeping floors to cleanup their mess) Members can be charged \$10
 - Repeated offenses can lead to expulsion from the group. This will be up to the Board of Directors.
- If you throw something away and the trashcan is full, empty it by taking the trash out to the dumpster (pulling the bag out and setting it next to the trashcan is not helpful) Please put a new trash bag in the can immediately.
- Cleaning Schedule -Sweeping the floors, cleaning the bathroom, cleaning off the tables are things that need done at least once a month. All members will be added to the cleaning schedule
 - Once a month between the last Thursday of the month and the first Thursday of the next month will be cleaning day.
 - 2 Members will be selected each month to clean.
 - With the amount of members we have you should only have to clean 1 - 2 times a year.
 - Please see the cleaning checklist to make sure it is done properly.
 - Failure to clean during your timeframe can result in either fines or expulsion. This will be decided by the Board of Directors.

Pets & children

- We all love pets and kids here. They can be a lot of fun and can be very relaxing to some. However, we are a maker space with projects going on and they must be supervised.
 - Keep in mind that we have several members that are allergic to dogs and cats. If your pet insist on rubbing up against members, you may be asked to not bring your pet.

- It's your pet and/or child. You are responsible for anything they do.
- Clean up after your kids and pets. Accidents happen, just take care of the problem.
- If your pet is barking constantly or jumping up on members / Guests - including Insta-TEK customers, or your child is running around, you may be asked to take your pet home.

Benches

- Tier 2 & 3 members can rent a bench.
 - Benches are 2ft x 6ft
 - Benches cost \$40 extra on your monthly dues.
- The equipment / supplies on the benches are property of the member renting the bench and are off limits to anyone without permission to use them. Taking something from another member's bench will be considered theft and will not be tolerated.
- Members who rent benches may not have anything that sticks out from their bench.
- Members who rent benches are responsible for cleaning and maintaining their bench, including sweeping the floor in front of it.

Tier Memberships

- Probationary Membership
 - \$60 for 3 months
 - Access to main room when a key holder is present
 - If a keyholder is willing to stay after hours and let you stay also they can do so. Just keep in mind the keyholder does not have to allow this.
 - Non keyholders must be ready to leave as soon as the keyholder is ready to leave. - please do not have an hour of cleanup to do while the keyholder waits for you.
 - Upgrading to tier 1: Member must apply by filling out the application and get 2 other tier 1 members to sponsor them. Not all probationary members need to become tier 1.
- Tier 1 Membership
 - \$30 a month.
 - Keyholder.
 - Members can bring in a guest. (**see section on guests**)
 - If the guest wants to come in all the time they will be asked to become members of their own.
 - Upgrading to tier 2

- Member must apply by filling out the application and get 2 other tier 2 members to sponsor them.
 - Not all tier 1 members need to become tier 2.
- Tier 2 Membership - “With great power comes great responsibility” - Abraham Lincoln
 - \$50 a month
 - Members can bring several guests with them if they wish (**see section on guests**)
 - Storage (**See section on storage**)
 - Tier 2 members are held to a higher standard than tier 1 members. Tier 2 members must have the following desires.
 - The drive to teach other members
 - The drive to hold public classes
 - The drive to take on group projects
 - Attend CHAMP functions such as
 - Helping with the booth for First Fridays
 - Attending Maker Faires
 - Attend meetings
 - Group build days
 - CHAMP Challenges
 - Clean up what needs cleaned
 - Fix what needs fixed
- Tier 3 Membership - “With great power comes great responsibility” - Abraham Lincoln
 - \$45 a month
 - Have been a Tier 2 member for at least one year.
 - Otherwise same as Tier 2.

Guests - Guests are very welcome at CHAMP with a few rules.

- It’s your guest you are responsible for everything done by that guest. (if they break it, you bought it)
- Guests are not permitted to use any tool at CHAMP.
- Guests are not permitted to use any supplies at CHAMP.
- Your guests must leave when you leave.
- If a guest is here for things like the CHAMP Challenge, Members must be the ones who operate any tools.

Classes - We are an educational 501c3 non-profit company. This means we have to educate people to maintain our non-profit status.

- Any member can hold a free class for members with no prior approval
- To host a free class for the public you must create a syllabus (see template at end) and have it approved by the Board of Directors.
- To host any paid classes you must create a syllabus and have it approved by the Board of Directors.
- Any paid classes profit will be split with CHAMP and the host of the class.