

# Future Forge Inc. New Member Sign up

## MEMBER RELEASE OF LIABILITY

The undersigned participant ("Participant") acknowledges that participation in activities ("Activities") organized by or made available through Future Forge Inc. is potentially dangerous, involves the risk of serious injury, property damage, property loss and/or death, and could result in the Participant incurring direct, indirect or consequential costs or damages, such as medical costs. The Participant hereby assumes full responsibility for all such risks arising out of participation in Activities, and hereby releases and agrees to hold harmless Future Forge Inc., its employees, representatives, and agents from liability for any and all costs, expenses, losses and damages incurred by the Participant. Further, Participant agrees to indemnify Future Forge Inc. for any and all costs and expenses it may incur, including court costs and attorneys' fees, arising from any Participant claim of bodily injury, death or property damage. The Participant acknowledges that this Release of Liability has been freely and voluntarily entered into without any inducement, assurance or guarantee. It is the Participant's intent that this instrument acts as a complete and unconditional release of all liability to the greatest extent allowed by law.

**The Participant Agrees and allows the consent of a background check at the expense of the Future Forge INC.**

Print Participant Name as appears on Identification Card: \_\_\_\_\_

Age: \_\_\_\_\_ Birthdate \_\_\_\_\_

Participant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Phone Number \_\_\_\_\_ Email \_\_\_\_\_

TO BE COMPLETED BY PARENT OR LEGAL GUARDIAN IF THE PARTICIPANT IS A MINOR:

I am the parent or legal guardian of the below-named Participant and am signing this Release of Liability on their behalf.

Print Child Name: \_\_\_\_\_ Child Age: \_\_\_\_\_

Print Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## Tell Us More About You!

Check Mark Any Activities You Would Be Interested In:

- |   |  |
|---|--|
| <input type="checkbox"/> Welding                | <input type="checkbox"/> 3D Printing                               |
| <input type="checkbox"/> Wood Working           | <input type="checkbox"/> Laser Cutting                             |
| <input type="checkbox"/> Forging                | <input type="checkbox"/> VR (Virtual Reality)                      |
| <input type="checkbox"/> Glass Blowing          | <input type="checkbox"/> Drawing/Animation/ect.                    |
| <input type="checkbox"/> Sewing/Embroidery/ect. | <input type="checkbox"/> Computer Literacy/Diagnostics/Coding/ect. |
| <input type="checkbox"/> OTHERS _____           |  |

Check Mark Some Of Your Hobbies:

- |                                       |  |  |
|---------------------------------------|--|--|
| <input type="checkbox"/> Hiking       | <input type="checkbox"/> Reading/Writing   | <input type="checkbox"/> Gaming        |
| <input type="checkbox"/> Photography  | <input type="checkbox"/> Drawing/Animating | <input type="checkbox"/> Cooking       |
| <input type="checkbox"/> Music        | <input type="checkbox"/> Permaculture      | <input type="checkbox"/> Sports: _____ |
| <input type="checkbox"/> OTHERS _____ |  |  |

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# Policies

Members and Guests agree to these policies upon entering into Future Forge Inc.

## 1.1 Zero Tolerance Policy:

The Future Forge has a Zero Tolerance Policy for Violent Behavior. The following will result in an immediate termination of membership.

-Violence -Theft -Intentional destruction of Future Forge property -Threatening of members or space safety

## 2.1 Policy Adherence:

There is a strike system for violation of any of the following policies:

- **First strike:** Will be a verbal warning and a refresher on the rules
- **Second strike:** Will result in a termination of subscription to Future Forge Inc.

## 3.1 Visitor and Guest Policy:

**Visitor Policy at Future Forge Inc. is as follows** - All Visitors must sign in on the Guest liability waiver before we can let them enter Future Forge space.

**Guest Policy is as follows** - All subscribing members ( over the age of 18 ) are allowed two (2) "Guest waiver signed" guests to bring to the space.

- Guests can help out and use the tools in the Safety Level **Green**.
- Guests may use tools in the Safety Level **Yellow** if designated by a safety area guide or under direct supervision with a properly trained guide.
- However, guests are not allowed to use/touch the tools or equipment in the Safety Level **Red**.

## 4.1 Youth Policy:

**Youth Policy is as follows** - All youth between the ages of 16 and 17 years old must have a parent or guardian present to give consent and sign the subscription agreement waiver prior to the subscription acceptance. Once verified, "limited youth use" of the makerspace is available to them. **Term** "Limited Youth Use" is as follows: youth subscriptions (16 -17 yrs.) are limited to the **Green** and **Yellow** Safety Levels and must have a means of transportation to and from the space accounted for.

### Youth Policy Bullet Points ( 16-17 ):

- **Limited youth use**
- **Only allowed to use Green and Yellow ( unless supervised )**
- **No guests allowed**
- **Must have transportation**

## 4.2 Youth under 15:

**Youth 13-15yrs** - Younger individuals (youth 13 - 15 years of age) are not permitted access to tools and equipment in Future Forge unless they have: proper mentorship validation, under the mentor they are insured, and are going to be working with the mentor at all times. Youth 13-15 years of age may not use any **Yellow** or **Red** Safety Levels.

## 5.1 Youth under 13:

Younger individuals (12 and under) are not permitted access to tools and equipment in Future Forge. Unless under special school applications.

## 6.1 Mentorships:

Mentors must ensure and supervise their mentee youth at all times. Youth 15 years and younger may not use any **Yellow** or **Red** Safety Levels.

## 7.1 Safety Levels: - **Green**, **Yellow**, and **Red**

These are the Safety Levels and the lists of what the qualification. Each piece of equipment we provide here at Future Forge Inc. Each tool will be marked with **Green**, **Yellow**, or **Red** tape for the corresponding level of safety.

**Safety Level Green** - All Members and Guests can use

**Safety Level Yellow** - All Members and Guests require a 15 minute orientation before use

**Safety Level Red** - Red refers to members only tools and will requires a 1-HR+ dedicated class before use

### **8.1 Tool Procedures:**

Tool procedures can be found on the Future Forge Wiki page. Members are required to dress appropriately while in the space meaning close toed shoes and proper use of PPE. Anything used must be returned to its proper location. Misuse of tools, equipment, or space are not allowed.

### **8.1 Members cleaning**

Members are responsible to help us keep the shared space clean, by cleaning up after themselves.

### **9.1 Membership Key Card/Fob accessibility:**

Key card/fob access requires members complete their 20 day probationary period and pass required space orientation to qualify for access to the Future Forge space before and after hours.

### **10.1 Policy for Purchasing Materials:**

Members must purchase their own materials for their projects in the Future Forge Makerspace.

### **10.2 Shipping:**

Members can ship materials to the Future Forge Address with approval from the board or facility manager

### **10.3 Area Guide Purchases:**

- As you all know we are a non-profit organization and rely on donations and grants to keep the space up and running smoothly. The Future Forge has a budget for all areas and we are asking for your support in helping us stay on track with the budget by requesting approval for any purchases for the Future Forge that require reimbursement.
- The FF will not reimburse any purchases that were not approved prior to purchase by the FF board. Any materials purchased without prior approval by the FF board will be considered a donation by the purchaser and a donation receipt will be given to the purchaser, NO EXCEPTIONS.
- The purchase order policy can only be made over the phone with Stephen if the item to be purchased has been discussed with Stephen ahead of time and if the purchase needs to be made expeditiously due to an ending sale, yard sale etc. If contact can not be made Stephen the purchase will be considered denied by the FF. Making a case for possible reimbursement (Partial/Full) to the board after the fact could be made if a discussion took place about a need, but could still be denied due to cost or lack of funds.

### **11.1 Project Approval:**

### **11.2 Small projects:**

All small projects can be checked in by area guides and can be started immediately with the approval of the area guide

### **11.3 Large Projects:**

All larger projects must be approved by the Board and area guides at the weekly meetings

### **12.1 Volunteers:**

Volunteers are on a need basis and can change without notice.

### **12.2 Volunteer approval:**

All volunteers need to submit a volunteering application and wait for approval from the Board of Directors before they can be a volunteer member. This could take up to 20 days to process.

### **13.1 Committees:**

All future Forge community committees are volunteer based. This does not fall under a volunteer membership.

# Future Forge Inc. RULES AND POLICIES

I, \_\_\_\_\_(Print Member Name), agree to abide by the following rules and policies and understand that failure to do so may result in limitations of access, suspension, or permanent revocation of my membership, at the discretion of Future Forge Inc.

- Any forms of violent, aggressive or abusive behavior will not be tolerated.
- Tools and equipment may not be used for any purpose other than their intended use.
- Tool and equipment must have proper training before use
- Members may bring a maximum of 2 Guests with them per visit.
- Each Guest must sign a Guest Release of Liability form each time they visit.
- Guests are prohibited from using tools and equipment.
- Guests under the age of 18 are not permitted, unless a Guest submits a Release of Liability form signed by their parent or legal guardian.
- No persons under the age of 16 are permitted to use tools or equipment, unless they are given explicit permission by an administrative member of Future Forge Inc.

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

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**– For Future Forge Official Use Only –**

**New Member Orientation Checklist**

Member \_\_\_\_\_

By \_\_\_\_\_ Date \_\_\_\_\_

General

- Read Code of Conduct and Policies
  - Entrances/Exits/Bay Door
  - Extinguisher Locations (3)
  - Light Switches
  - Guests (2 per member with signed waivers)
  - Dress Appropriately
  - Water/Fridge/Coffee/Snacks
  - Bathrooms
  - RFID
  - Member Storage Area
- 
- Show them the list of members that can orient them on tools
  - Who to Contact for emergencies
  - Must be trained on any tool you want to work on before before using it
  - Respect others projects, don't move things that aren't yours
  - Big Projects must be approved to make sure they can be housed (For Safety and liability purposes)
  - Add to Slack group messenger and explain how to use it
  - Make sure work spaces are cleaned up before leaving
  - Take on a cleaning task at least once a week

Notes

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