

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.

By signing, participants give permission to Future Forge Inc. to use photography taken by persons representing Future Forge Inc. for any legal reason including but not limited to publicity, copyright purposes, illustration, advertising, and web content.

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: _____

*initial__

Tell Us More About You!

How did you hear about us?

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 _____ | | |

*initial__

FUTURE FORGE POLICY AND PROCEDURE AGREEMENT

1. Space Functionality

1.1 Community Space Expectations

The Makerspace is a community facility - and, as such, it takes everyone to keep it running smoothly and to, hopefully, continue to improve it. Our volunteers, staff, and members work to keep the facility well kept, equipment maintained, and provide education to the community. To make this happen it takes the effort of every community member who chooses to be a part of the space.

1.1.1 Cleanliness

One of the best ways we can keep the space working properly and improving, as well as respect our peers' efforts is to keep the facility clean. This includes:

- Cleaning up each space utilized before leaving
- Maintaining equipment and tools by cleaning up any used
- Taking on tasks when able to keep the space running smoothly and improving.

1.2 Space and Equipment Orientations and Trainings

1.2.1 Member Orientation

Before membership can start every individual is required to participate in a general membership orientation. This orientation serves as the first day of membership and goes over pressing policies, specifics about space functionality, and member duties.

1.2.2 Space Orientations

Before a space can be used every individual must go through a space orientation. These are generally very short and go over the specifics of each space with an Area Guide or Lead to familiarize the member with what each space requires.

1.2.3 Tool and Equipment Trainings

The Future Forge Makerspace **Red**, **Yellow**, and **Green** level system to ensure the safety of our members. All Members must Adhere to training and Safety Procedures. The system works as follows:

Green: Green tools and equipment you may use from your first day of membership as long as you follow space rules.

Yellow: All members require a short training about that tool or piece of equipment.

Red: All members must attend a dedicated training session about that tool or piece of equipment.

1.3 Member Storage Areas

Members of the Future Forge Makerspace are granted access to two Member Storage Areas. These areas are to store in progress projects while they are being worked on. To use a Member Storage Area, members must let a staff member or approved volunteer know they are using the area and storage must be labeled appropriately with the members name and the date it is first stored.

1.4 Member Storage Absorption

Members may store a single project for 60 days. Once that 60 days is complete, members must either renew their storage area with a staff member or approved volunteer and update the date on their label, or their items will be absorbed.

1.5 Membership Key Card/Fob accessibility:

Members have a 20 day 'probationary period' starting from the day of their General Member Orientation (See: 1.2.1). In this period they are restricted to coming into the space only during open hours or along with another member who has a key card/fob. Members during their 'probation period' are not allowed to be in the building alone.

1.6 Project Approval

Projects which involve storage space must be approved. Small projects must be approved by a volunteer or staff and properly labeled with members name and the current date and stored in a Member Storage Area. Larger projects, classified as projects that cannot fit in an approved Member Storage Area, must be approved by an Area Guide/Lead, board member or staff member.

1.7 Consumable Policy

As a general rule, any consumables used in the space (3D printing filament, fabric, welding materials, etc.) are for training purposes only. Members may use Forge materials during their training under an approved members guidance. However, past training members are not permitted to use Forge materials for personal projects. Some areas have specific consumable policies for certain consumables, so always consult that area's specific policy.

1.8 Shipping

Members are allowed to ship relevant materials to the Future Forge Makerspace's address as long as they have been approved by a board member (Stephen Lindsey, Mary Stone, or Dena Quintanar). The address to ship to is:

307 E College Ave.
Silver City, NM 88061

2. Member Policies

2.1 Violent Behavior

The Future Forge Makerspace has a zero tolerance policy for violent or threatening behavior. Participating in violent or threatening behavior towards any person(s) in the space will result in a 'Third Strike' (See:6.1) and will result in an immediate termination of membership.

2.2 Harassment

The Future Forge Makerspace has a zero tolerance policy for any harassment, verbal, physical, or sexual towards anyone in the space. Participating in any form of harassment towards any person(s) in the space will result in a 'Third Strike' (See:6.1) and will result in an immediate termination of membership.

2.3 Space and Equipment Misuse

Should anything in the Future Forge Makerspace, equipment or otherwise, be damaged or lost due to egregious misuse, neglect, or ill-treatment of equipment or space the member responsible must monetarily compensate Future Forge INC. for the amount of repairing damage or replacing item(s).

2.4 Stolen or Lost Items

Should anything in the Future Forge Makerspace, equipment or otherwise, be taken from the space or lost by a member without proper permission from approved individuals the member responsible must monetarily compensate Future Forge INC. for the amount of replacing item(s) and will be subject to a 'Third Strike' (See:6.1) at the discretion of the board of directors.

3. Guest Policies and Protocols

3.1 Guest Sign In

Any member over the age of 18 is allowed up to two guests at a time. All guests must sign the guest liability waiver, found in the lobby.

3.2 Guest Capabilities

Guests may help members use any tool that has the designation of green. Guests may use yellow level tools if the accompanying member has been trained properly by an approved member. Guests are not allowed to use or touch any tools with the designation of red. Guests may never use any tools or equipment without their accompanying member.

3.3 Underage Guests

Guests under the age of 13 may not assist with yellow tools even if their accompanying member had been trained by an approved member. Underage guests must be supervised at all times.

4. Mentor/Mentee Policy and Procedure

4.1 Mentor/Mentee

A 'mentee' refers to a member who is under the age of 16. These mentees must be linked to a member who is above the age of 18 and that had been approved by a parent or guardian, and both mentors and mentees must complete a Mentor/Mentee Orientation along with General Member Orientation. Mentors assume all responsibility and liability for their Mentee(s).

4.2 Mentees under 12

Mentees under the age of 12 have limited access. They may only use tools with the designation of green under supervision. Both they and their mentors must complete required training for yellow tools, and mentees under the age of 12 may only use yellow tools under supervision. Mentors must be supervising mentees under the age of 12 at all times.

4.3 Mentees from 13-15

Mentees from the ages of 13-15 may use green tools. Both mentors and mentees must be trained to use yellow and red tools and mentees must have supervision while using yellow or red tools.

5. Youth Memberships

5.1 Youth Members

Youth memberships are members between the ages of 16-17. Youth members must have the permission of a parent or guardian to become a member.

5.2 Youth Member Restrictions

While youth members have few restrictions, youth members will not be given a key fob/card. They are limited to coming into the space only during open hours.

6. Policy Adherence

6.1 Penalty system

The Future Forge Makerspace utilizes a penalty system that applies to members who do not comply with policies or partake in unsafe practices within the space. The penalty system is as follows:

- 1st infraction:
 - Verbal warning with note in file
- 2nd infraction (1st Strike):
 - The member must sign a sheet acknowledging infraction and agreeing that they will work to not repeat. A staff or board member must also sign. Document remains in file.
- 3rd infraction (2nd Strike):
 - The member must sign a second sheet acknowledging infraction and agreeing that they will work to not repeat. A staff or board member must also sign. Document remains in file and member is no longer permitted 24 hour access, instead having to adhere to open hours or be with another member who still has 24 hour access.
- 4th infraction (3rd Strike):
 - Board members, staff, and any relevant persons will meet to review and agree that action must be taken. Member signs sheet terminating membership. If a member is less than halfway through the monthly fee, they are reimbursed that fee. Individuals may appeal after one year.

6.2 3rd Strike Exceptions

Several infractions can lead to a member 'skipping' to their 3rd strike. These infractions include but are not limited to:

- Harassment of anyone in the space
- Violent actions
- Theft
- Egregious misuse, neglect, or ill-treatment of equipment and space

By signing below the member agrees they have read the agreement and to abide by all policies outlined. They also accept responsibility for any policies not followed.

Printed Member Name:

Member Signature:

Date: _____

*initial__