

General Policies and Procedures

Generator strives to provide a safe, productive and fun work environment for its members. In light of this mission, you must obey all of Generator's policies and procedures for working in our facility. Please take them seriously. Failure to obey our policies and procedures can make our facilities dangerous or unwelcoming to others, and such actions on your part may result in your membership being terminated without notice. We reserve the right to change our policies and procedures from time to time, and will provide notice to members of any new policies and procedures or any changes to existing ones.

Safety Policies & Procedures: Obey all posted signs and literature pertaining to safe use of our facilities. Use common sense at all times with respect to safety, and diligently observe all policies and procedures which we may establish from time to time for the safe use of our facilities. These include, but are not limited to, policies and procedures relating to securely locking up our facilities, appropriate shop clothing and protective gear, techniques for safe equipment use, material-specific precautions for equipment and machine tool lockouts. If you have any questions regarding our safety policies or the safe use of our facilities, contact the operations manager immediately. Maintain a clean and clutter free workspace, dispose of all waste and return all tools to their dedicated storage location when finished with work.

No volatile organic compounds (VOC) are allowed.

Equipment Safety & Use: Safety glasses are required for all equipment and tools. Do not use equipment if you are not trained, certified and comfortable with that piece of equipment. The operation of machinery is at your own risk. If you have any questions about how to use our equipment, always ask for help from a volunteer, member or staff. Certification is required for all equipment use. Report any malfunctioning equipment to Generator staff immediately and do not use any equipment that is not functioning properly. Equipment may not be removed from Generator property.

In Case of Emergency: First aid kits and fire extinguishers are found throughout the Generator. If an injury occurs, notify Generator staff or a volunteer immediately. An Accident Report must be completed within 24 hours. Accident reports are located in the volunteer binder at the front desk as well as behind the certification list in each shop area.

Shared Safety: Please stay on the lookout for unsafe behavior and approach and offer feedback to fellow members if you believe they are working unsafely. Please notify staff immediately if you believe any piece of equipment or infrastructure to be unsafe.

Courtesy of Individual Spaces: If you are a studio member, please keep your space relatively orderly. We understand that invention can sometimes be a messy process, but if a Generator staff member asks you to clean your space, please comply with the request. Do not enter any other member's studio space without that member's explicit permission.

Courtesy of Shared Spaces: Keep noise levels to a respectful minimum for the comfort and enjoyment of those in the immediate area. No loud music, tool use or other noise will be permitted in the

facility's shared areas without the explicit permissions of the members around you. No fumes or flames are permitted in unventilated areas. Please restore Generator's shared work spaces to be as clean as when you found them – or cleaner. Please respect and do not interrupt any official Generator activities or classes in the shared spaces.

Lost or Stolen Items: Generator is not responsible for any lost or stolen items.

No Discrimination: Generator does not discriminate because of race, color, national or ethnic origin, age, religion, disability, sex, sexual orientation, gender identity and expression, or veteran status and seeks at all times to promote an inclusive and respectful community. In both in-person and electronic interactions, Generator requests that members behave respectfully, courteously, and professionally to fellow members. No discrimination, harassment, or hate speech shall be tolerated.

Drug & Alcohol Use; Illegal Activity: Generator is a non-smoking facility. The use of drugs, alcohol or any other substances impairing your ability to use any of Generator's equipment is expressly forbidden. All illegal activity is strictly prohibited. The use of drugs or alcohol or participation in illegal activity is grounds for immediate removal from the premises. We may occasionally allow events to be hosted at our facility where alcohol is served.

Food: Under no circumstances may food be stored in the shared spaces or in a member's studio or storage space. Any food found in the shared spaces will be discarded.

Intellectual Property: Generator does not provide any privacy of intellectual property or confidential and proprietary information and does not offer protection for any intellectual property or confidential and proprietary information developed through the use of our facilities or equipment. Generator makes no claim to intellectual property developed through the use of our facility or the facilities of our affiliates. It is your own responsibility to protect (or share) ideas, confidential and proprietary information and intellectual property as you see fit.

Community: Generator seeks to maintain an active community, as this best serves our members. We invite you to make full use of your membership opportunities. Please note, however, that if you do not regularly visit our facilities, we reserve the right to terminate your membership and/or use of studio or storage space.

Start-Ups: Generator is an incubator and a place for experimentation. We are here as a nonprofit resource for inventors and makers throughout the community. We would be absolutely thrilled to serve as the home base for the very early stages of your start-up, but once you can afford to rent some commercial space, we reserve the right to bid you farewell, good luck, and please consider teaching.

Guests: You may invite non-member guests into your reserved studio space at Generator, but they are not permitted to use our equipment or interfere with our members' use of our facilities. Anyone desiring to make use of our shared spaces must become a member of Generator. If you invite a guest into Generator's facilities, you will be responsible for any damages or consequences arising from his or her actions. Generator reserves the right to refuse entry to any guests or ask guests to leave our facilities for any reason.

Publicity: By making use of our facilities, you agree that Generator has the unrestricted right to publish images of our members and projects on-going at our facilities, both in print and digitally.

Termination: As set forth in our *Membership Agreement*, Generator reserves the right to terminate memberships at will. Generator will reimburse any fees paid in advance on a pro-rated basis.

Contact Information and Emergency Contact: For your safety, you must notify Generator of any changes to your contact information, including your emergency contact person and that person's contact information. As a condition to your access to the Generator's facilities, you agree to keep your contact information (including emergency contact information) current at all times.