

Rules and Standards of Solid State Depot

Updated Sept. 2019

0. Be excellent to each other. Do not do anything that will force us to make more rules.

PERSONAL CONDUCT AND SAFETY

1. No illegal activities on or near the premises.
2. No smoking, vaping, or inhalant use is allowed inside or within 15 feet of the space.
3. Alcoholic beverages are only allowed to be consumed by members 21 years of age or older, and no machinery should be operated while intoxicated, or while under the influence of any substance.
4. Habitual sleeping is not allowed in or around the space.
5. Members are allowed to bring up to two guests.
6. Everyone - including members and guests - must sign a liability waiver before using any tools or equipment at the space. If a minor, the parent/guardian must sign a waiver for the minor.
7. Tools: All members and guests are responsible for their own safety and training regarding use of tools and equipment, and their conduct in general, as described in the liability waiver. Some specific guidelines about tool usage:
 - To use power tools you must attend a training session or prove competency at which point you will be certified to use that specific tool.
 - Adhere to the stated safety policies of all individual tools.
 - Use common sense, care, and be considerate of others and the machines.
 - Should tool sharing become an issue, scheduling will be required for use. Otherwise it is first come, first serve.
8. If you see someone being unsafe or violating the rules, make them aware of their behavior, and show them how to correct their violation or unsafe behavior.

MINORS

- Both minors and parents must recognize that this is a unique and hazardous environment.
- “Dropping off” of minors at the space **is not allowed**.
- Special rules by age apply as seen in the table below.

Age Group	Supervision	Tool Usage
Minors age 15 and under	Parent/Guardian or Adult Member provide direct supervision.	Supervising Adult Member and Minor must be trained on the tool in use.
Age 16–17	Parent/ Guardian or Adult Member must be present at the space.	Minor can use tool without supervision but must be trained on the tool in use.

ROLE AS A MEMBER

1. All involvement with Solid State Depot is based purely on a volunteer basis. This includes but is not limited to acting as a board member or officer, performing any maintenance or repair, or performing any other duties as a Solid State Depot member. These activities are not compensated. Exceptions may be made by an agreement of the board ahead of time.
2. Any relationships made with other organizations involving the inner workings of the space, memberships, monetary obligations, or any other deal that will affect us as an organization must be discussed by the relevant committee(s) and agreed upon by the Board.

THE SPACE AND ITS CONTENTS

1. Leave No Trace: All equipment is to be returned to its proper place and work area is to be cleaned up after use. This includes kitchen and food/beverage items. Cleaning of the space is performed on a regular basis by the membership. Please be mindful of your fellow members in this regard.
2. If something breaks while you’re using it, whether it was your fault or not, you are responsible to let someone know immediately (tell an Officer or Board member or email boulderhackerspace@gmail.com). If you were at fault, you are responsible for repairs. The Operations Officer may make exceptions if something is old and worn out.

3. The last person to leave the space shall:
 - Turn off all lights.
 - Ensure equipment, such as soldering irons, 3D printers, tools, appliances, etc. is turned off.
 - Ensure **ALL** doors and windows are closed and locked. This includes both front entrance doors (North and South), 3 bay doors, woodshop external door, and the internal doors.

4. Projects:
 - Be considerate when working on a project that will require more than one day.
 - Members may leave projects out while they work on them, but should store them if they will be away for more than a few hours. It is advisable for members to leave a note on the in-progress project stating who owns the project and when they intend to work on it.
 - No outside projects are to take place without the express written permission of the Board of Directors.

5. Personal Items:
 - A member may designate a cubby for things they want to leave at the space by labeling the cubby and items with their name.
 - Members shall make an effort to keep labeled items untouched, however, members must recognize that SSD cannot guarantee the security of personal items left at the space.
 - Items unlabeled may be and are likely to be relocated, hacked, modified etc.
 - Do not store personal items at the space. We are not a storage unit.
 - Donations, supplies, community use, and other consumables should only be left at the space with prior approval from an officer or board member.

6. Please treat all tools with respect
 - If you loan a tool to the space that you wish to retain ownership of, it is your responsibility to make that ownership know via marking the tool, notifying the Chief Operations Officer, and receiving approval first.
 - Borrowing of tools outside of the space is not permitted.

7. Significant changes to the space will be subject to vote by the Board of Directors.