

# Mepal Makers Club Rules

1. Be kind, be helpful and support others
2. The entire Fortrey House site is non-smoking, including the areas outside the workshops.
3. The Mepal Makers space is restricted to the workshop, the lab (with a kitchen and bathroom) and the storeroom. All other areas are private and should not be entered without invitation
4. The hours of operation are 9am to 8pm, but may be extended on request. Please give yourself enough time to clean up before the workshops close.
5. Please do not park on-site or on the verge outside, unless you are mobility impaired and have a Blue Badge. Cars may be brought on-site for the purposes of dropping off tools/materials or collecting items, but should be removed as soon as possible.
6. We are a community project, so best behaviour please – moderate language, despite the provocation of tools/materials breaking. Where PCs are provided then they should be used appropriately, and not for searching or viewing inappropriate sites, or storing inappropriate material. There is a webcam in the workspace for security and for reviewing incidents that have occurred. It is not accessible to any members other than the Chairman and Secretary, and is not reviewed except on the report of an incident. The files are wiped on a regular basis.
7. Where you are using a PC for designs (e.g. CNC, laser cutter, 3D printer) then please use one of the general PCs for designing and the PC connected to the machine just for executing the manufacture.
8. All members will be provided with a folder on the computers for design files and other files related to their builds. The folders are accessible to everyone, so consider what you store in them. The folders will be backed-up for you on a monthly basis.
9. We share the property with equestrians and the house owner. Please be respectful of both, and assume when the horses are being ridden past the workshop that they may be sensitive to the noise of power tools – pause a moment if you can.
10. A member may bring guests to see the workshops but they may not use the facilities without membership. Children may accompany parents or guardians, but they are entirely the responsibility of their parents and guardians. One member may only be accompanied by a maximum of 2 children. Do not presume others in the work areas will supervise children whilst you take a phone call or make a cup of tea. Children are prohibited from using any machine that requires training

11. Some tools require additional training before they can be used – this is partly to protect you from the tool, and partly the tool from you.
12. Do not leave machines unattended when they are operating – specifically the CNC and the laser cutters. Where a job is going to take a long time – e.g. 3D printing or laser etching of non-flammable materials, then we have the ability to monitor the job via webcam and they can be left with the prior approval of one of the Organisation Management.
13. Where protective equipment is required to be worn when using a machine it is not optional. We will provide free individual protective equipment for you to keep. If you lose it, ask for some more, we'd rather the additional expense than an injury. If you think you need additional or different PPE let us know
14. Tools & equipment are provided for Member's use. Sometimes they break, sometimes we break them, sometimes they just wear out. Let us know if anything needs replacing, repairing or appears dangerous. It's just equipment, we can replace it, we can't replace you. There is no disgrace in breaking something, the only people who don't break stuff are those who don't make anything.
15. If we don't have the right tool to do a job, then let us know. Don't use the wrong tool for the job if you can wait a day or two.
16. Wherever possible materials will be provided for free, and if you need something special to try something new, let us know and we'll source it. An aim of Mepal Makers is for people to try new hobbies without the expense of either the equipment or the materials. If you find you take to your new hobby you may in time feel it more appropriate to source your own materials.
17. Materials are free, and we can do that best when the materials are conserved. Don't start a new sheet of timber if there is an off-cut that is adequately sized. If there isn't, then do take a new sheet, and use it wisely. If you make a mistake, then get a new piece and try again – that's part of the learning and making stuff.
18. Materials and equipment are provided on a reasonable use basis – don't monopolise equipment, let others have a chance. Likewise, if we're buying you 4 boxes of screws a week for your project consider whether you might buy some as well. We have a high threshold for 'reasonable use' of materials – you are likely to feel embarrassed well before we think it unreasonable. Have fun, make stuff, get stuck in – use the facilities and materials

19. You may use materials and equipment provided to make things that you sell – that is core to what we want to do with Mepal Makers, to encourage people to try new enterprises, and to remove as many obstacles as possible to giving it a go.
20. As a member you will be provided with a modest sized plastic crate for the storage of your materials, work in progress, personal protective equipment etc. Please do not store anything of high value, and if you need to store anything that is potentially hazardous then we can put that in the relevant steel cabinet and label it.
21. Some of the larger machines may be booked ahead of time to ensure that they are available when you need them. Please only book the time you need, and if you change your mind please cancel the booking at least 24hrs beforehand. Members who frequently book, but do not use the equipment will be requested not to book further equipment. If you have booked equipment ensure you have enough time to use it and clean-up afterwards, and that you leave the equipment available in good time for the next booking.
22. Use of a Members personal tools/equipment and materials is permitted.
23. Training of certain equipment may be necessary before the Organisation can allow it's use. We will host regular training and are happy to sit with you the first few times you use the equipment if you prefer.
24. It is important to keep all work areas tidy. All equipment used has to be returned to the storage area from where it was initially taken and the area used by the Member tidied up so another Member is using a non-cluttered area. Floors are to be kept clean of wood shavings for example. Please take extra care if the work creates swarf or other sharp debris.
25. Any medical incident or accident whilst at Mepal Makers must be recorded in the 'Incident Book'. If the First Aid Kit is used, please make a note when recording the incident, as this may have to be replenished.