

# hack.rva

## Membership Agreement

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### Security

1. Lock the door every time you leave.
2. Do not make copies of keys
3. Personal belongings left here are left at their own risk
4. Don't bring anybody to the space that you don't trust

### Safety

1. Attend safety training before using equipment
2. Be sure that equipment is unplugged once you leave (specifically soldering irons)
3. **All robots built should abide by Asimov's 3 laws of robots**

### Cleanliness

1. Leave space cleaner than when you arrived
2. Throw trash away in its correct location
3. Empty trash into outside bin if it is full

### Respectfulness

1. All tools should be replaced back to their original location after use
2. Any tools that require consumables should have a donation box or a sheet that elaborates the amount of use
3. Keep space clean
4. Lights turned off once you leave
5. Be mindful of energy consumption
6. Take out the trash and recycle

### Our workspace

1. Keep space clean
2. Listen to officers
3. Pay membership on time
4. Respect other members
5. Permission for using things that are not public use
6. Thumbs up; Thumbs down Rule on Music
7. Do not damage any other personal or hack.rva owned equipment
8. Respect for everybody else

### Budgeting

1. Delinquency of dues: Membership dues are owed at the beginning (1<sup>st</sup>) of the month, every month. If dues are not received by the 10<sup>th</sup> of the month, a \$5 late fee will apply for that month.

### Member Requirements

1. Initially members should be asked for a 6 month commitment period with 2 months paid up front.
  - a. If you wish to cancel your hack.rva membership, it is your responsibility to notify either Skylar Roebuck or Lucas Libraro, via email with at least 1 month notice.
2. Try and make it to meetings especially to voice concerns
3. If there is a concern, suggestion, or idea and you can't make a meeting then email
4. Be a cool, fun, and happy person...don't cause drama
5. Members must stay always cognizant of the spirit of hack.rva, which is to share knowledge and to foster open source design.

### Establish equipment ground rules

1. Only use equipment if you are trained to do so
2. Follow Safety guidelines

### Guests

1. Guests are allowed but...
  - a. Guests have no storage

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- b. Guests are allowed at the discretion of the hack.rva owners.
- c. Guests are not allowed access without their member
- d. Guests must follow same respectful guidelines
- e. Guests may not use dangerous tools unless also certified or chaperoned
2. Large party of guests do require pre-approval and may require an additional fee.

### Alcohol

1. Do not attempt to mix alcohol and heavy machinery.
2. Do not become highly intoxicated
3. Hack.rva owners reserve the right to kick you out for any deemed level of alcoholic or substance abuse

### Damages

1. Members are responsible for any damages caused to...
  - a. The space
  - b. The equipment
  - c. Other people's belongings
2. Members are responsible for damages caused by their guests

### Gatherings (applies to 3 or more guests)

1. Must be approved by the hack.rva owners prior to the event and hack.rva has the authority to place special restrictions on the event for either safety or security reasons.
2. Gatherings can *never* interfere with other members or artists spaces
3. All members must be invited

### hack.rva meetings

1. Members should try their best to attend
2. Meetings will discuss problems, ideas, innovations, classes, gatherings, publicity, and any other concerns
3. Members should do their best to be an active member

### hack.rva Owners

Skylar Roebuck  
Luke Libraro

**Email:** hack.rva@gmail.com

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
**Phone Number**

\_\_\_\_\_  
**Email Address**

\_\_\_\_\_  
Signature of Approving President

\_\_\_\_\_  
Date