

# New Member Application Form

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_

Relationship: \_\_\_\_\_ Emergency Phone: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_

Relationship: \_\_\_\_\_ Emergency Phone: \_\_\_\_\_

Allergies: \_\_\_\_\_

Medical Conditions: \_\_\_\_\_

Were you referred by another member? If so, who? \_\_\_\_\_

## Rockford MakerSpace Agreement & Waiver Information

By becoming a Member of Rockford MakerSpace, you are agreeing to follow and live by the Rockford MakerSpace Member Handbook and Standing Rules that are posted on our wiki (<http://wiki.rockfordmakerspace.com>). If you choose not to follow these Standing Rules (as determined by the board), you will be asked to leave the community. You also agree to pay your membership dues by the first of each month. If dues are over 30 days past due you will be asked to turn in your key fob and you will forfeit your membership with Rockford MakerSpace. As a Member you are not allowed to make copies of your key fob to the space and you agree not to loan or give your key fob to another individual. You are responsible to return your key fob back to Rockford MakerSpace if you desire to cease being a Member.

As a Member of Rockford MakerSpace you are agreeing that in the event of being injured or harmed from tool usage, carelessness, or any other unforeseen reason you will not and cannot hold Rockford MakerSpace or any other member responsible. You are agreeing to waive your legal rights or personal actions against Rockford MakerSpace, its Directors or its Members. As a Member you have chosen to act as an individual and accept all responsibilities for any possible accidents, injury, or wrongful doing.

Please complete the Liability Release on the reverse, sign and date it at the bottom, and turn it in to any Operations Committee member.

*Rockford MakerSpace has the right to modify or change this Agreement at any time.*

### FOR INTERNAL USE ONLY

Initial \_\_\_\_\_ Member agreement (above) and liability waiver (reverse) signed & dated.

Initial \_\_\_\_\_ Initial dues paid, membership level:  Casual  Full  Full Plus One  Power  Power Plus One

Initial \_\_\_\_\_ Key fob fee (\$5.00) paid (ALL members, even Casual Makers)

Initial \_\_\_\_\_ Key assigned (INDICATE TYPE):  Key fob **OR**  Card # \_\_\_\_\_

Initial \_\_\_\_\_ Added to member mailing list (Slack: <http://rmsmembers.slack.com>).

Initial \_\_\_\_\_ Member has read the Member Handbook and Rules and Guidelines documents

Initial \_\_\_\_\_ Orientation walkthrough. (See orientation checklist.)

Initial \_\_\_\_\_ Taken photo of new member and sent out intro email.

Initial \_\_\_\_\_ Added to email list (MailChimp)

Initial \_\_\_\_\_ Added payment to POS system ("Apply Credits")

All above must be completed before leaving, please email [ops@rockfordmaker.space](mailto:ops@rockfordmaker.space) in case of problems.

Certified by: \_\_\_\_\_  
Rockford MakerSpace Officer's signature
(print name of officer)
Date

Liability Release between \_\_\_\_\_ and  
(print your first and last name)

Rockford Makerspace, LLC, 203 N. Church Street, Rockford, IL 61101.

I acknowledge that Rockford Makerspace, LLC is a dangerous place. I understand and agree that participation involves risk of accident, serious personal injury, permanent disability, and even possibly death.

Risks include without limitation, and by way of example, trips, slips and falls; cuts, broken bones, burns, and other wounds to hands, head, feet, eyes and other body parts; electrical shock; exposure to dust, fumes, smoke, noise, and vibrations; accidents due to defective/inadequate facilities, equipment, tools, machinery, maintenance or repair, training, instructions, supervision, first aid and medical treatment, or safety gear.

**Initials:** \_\_\_\_\_

I hereby hold harmless, release, waive, discharge and covenant not to sue Rockford Makerspace, LLC, its members, its guests, its officers, its volunteers and its directors (hereafter referred to as "releasees") from any and all liability, claims, demands, actions and causes of action whatsoever arising out of or related to any loss, damage, or injury, including death, that may be sustained by me, or any of the property belonging to me, even if caused by the negligence of releasees.

**Initials:** \_\_\_\_\_

I understand that I am personally responsible for my safety and actions.

**Initials:** \_\_\_\_\_

I understand that I am responsible for properly monitoring and labeling anything I bring to Rockford Makerspace, LLC and that Rockford Makerspace, LLC is not responsible for any lost, damaged, or stolen property.

**Initials:** \_\_\_\_\_

I understand that by entering this area, I consent to my voice, name and/or likeness being used, without compensation, in photographs and videos in any and all media, whether now known or hereafter devised, for eternity, and hereby release releasees from any liability whatsoever of any nature.

**Initials:** \_\_\_\_\_

I agree that this Liability Release is intended to be as broad and inclusive as is permitted by law, and any terms and conditions set forth herein found by a court to be void or unenforceable shall not affect the validity or enforceability of any other terms and conditions.

**Initials:** \_\_\_\_\_

By my signature below, I affirm that I am 18 years of age or older, am mentally competent to sign this release, acknowledge that I have carefully read this Liability Release in its entirety and understand it, and voluntarily agree to all statements and provisions of this release.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please provide your emergency contact information and any allergies or medical conditions on the reverse of this form.

# Member Introduction Form

This information (along with your photo) will be shared with the membership as an introduction of you.

Name: \_\_\_\_\_

Preferred Nickname: \_\_\_\_\_

How long have you lived in the Rockford area? \_\_\_\_\_

What do you like to make? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What would you like to learn? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What, if anything, are you willing to teach? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Other comments about yourself: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**New Member:** Please turn in your application and this introduction form to a member of the RMS Operations Committee to complete the application process.

**Administrator:** Please take a picture of the new member and post it, along with this info to the member mailing list.

# Welcome to Rockford MakerSpace!

*As a community-run organization, we place a lot of trust in each other, and we all help keep things running around here. There's a lot to learn, so here are the starting guidelines:*

- Rules:** Be excellent to each other. Most of our rules can be summed up as: "Don't be a jerk."
  - Complete Member Handbook and Rules & Guidelines are located on the wiki (<http://wiki.rockfordmakerspace.com>). Please read and follow them.
  - We try to create an open and welcoming environment. Please respect all others in the space. Those considered disrespectful or harassing to others will be asked to leave.
- Communication:** You will be invited to join a Slack group (<http://rmsmembers.slack.com>). We use this for communication among members. It is important that you sign up and check in often.
  - We try to post major announcements or notices on the bulletin board on the first floor, but Slack is our primary "official" communications method.
- Guests:** Any member may invite or open the space to guests. (See Member Handbook for limits.)
  - Guests must sign in when they visit, and a member must sponsor them (keep an eye on them for safety and tool security, make sure they follow our rules).
  - Guests must complete a waiver on their first visit.
- Lockup & Security:** When leaving, let others know you're leaving. If you're the last one out, follow the closing up procedures (posted by the doors, on the bulletin board, and on the wiki). If necessary, pass off any guests you were hosting to another member, or ask them to leave.
- Tools:** Most tools in the space are owned by members, please respect them. If you don't know how to use a tool, please ask! "Yellow"- and "red"-coded tools require proficiency testing and/or training before using. Do not use yellow or red tools without prior authorization by Area Captain.
  - Information about tools may be found on the wiki. Please let us know if there are any errors or omissions.
  - Report broken tools. (See Member Handbook for procedure.)
- Cleanup:** We are our own janitor. Cleaning, sweeping, and taking out trash/recycling should be done by all members. Don't assume someone else will do it. **Cardinal rule:** Clean Up Any Mess You Make.
  - We do recycle. Recycling guidelines are posted near the recycling containers.
  - We share a dumpster with our landlord's other building, and it is located in the alley in the next block. Here at our building, we have only waste baskets and garbage cans for trash and recycling.
- Personal items:** Personal items brought into the space should be labeled with your name.
  - Member storage is restricted to one space per dues-paying member (Full Maker and above). Additional space, when available, may be "rented."
  - Member storage space must be labeled with name and contact info.
  - Large objects/projects that don't fit on your shelf should either be taken home with you, or have a parking permit (approved by the appropriate Area Captain) attached to them.
- Please do not assume that any items left out are available for your use (or trash). Some may be personal property that was not properly stored, or a member's or RMS property that is being used for a specific project or purpose. Ask before taking, moving or even touching such items (unless they represent an immediate safety hazard).
- Consumables:** Certain consumable items are available for your use. Some may be used freely; others may be purchased. Please use consumables reasonably or replace what you use.
- Safety:** If you see something unsafe, say something, do something. That is, report it (see Member Handbook for procedure) and, if it's an immediate safety hazard, deal with it in a safe manner.
- All members SHOULD/may: say hi and welcome guests, give guest tours, participate in group events, help improve the space, suggest edits to the wiki, and post to social media.
- When talking about Rockford MakerSpace, remember to say "we". You're one of us now!**