

# THE MINT: RUTLAND'S MAKERSPACE

## GENERAL POLICIES & PROCEDURES

Obey all posted signs and literature pertaining to the use of The MINT. Be familiar with and observe all policies and procedures which we may establish from time to time for the use of our facilities. Comply with requests from volunteers and staff people. If you have any questions, ask.

### Contact Information & Emergency Contact

Members are to keep their contact information and their emergency contact information up to date.

### Care of Shared Spaces

Be respectful of others in your use of The MINT. Keep noise, mess and fumes confined to the areas in which they belong. Leave the space cleaner than you found it, and return everything to its proper place and proper settings when you are done working.

### Personal Items

Do not leave your personal items and projects in The MINT when you are not present, except in a place designated for you to do so such as your rented studio, locker or shelf space. Make arrangements with the staff for the short term storage of a project in progress (for example a glue-up curing on a work table overnight).

Do not take, use, move or touch other member's personal items without permission. If another member's project is preventing you from using the space or the equipment talk to a volunteer, staff person or that member before moving it. Individual pieces of equipment may have additional rules or guidelines regarding workpieces left unattended.

The MINT is not responsible for any lost, damaged or stolen items.

### Food

Food may not be stored in individual or shared spaces, and will be discarded. Food stored in designated places may be discarded by MINT staff or volunteers if necessary. Containers may be discarded or recycled, solely at the discretion of the staff or volunteer.

### Visitors & Guests

Visitors & guests are not permitted to enter The MINT when there is not a volunteer or staff person present. Visitors & guests must sign a Waiver and Release of Liability before entering past the front desk. Visitors & guests may not use any equipment, hardware or tools except as part of a class approved by the Executive Director.

### Emergencies

Fire - Pull Alarm, Exit Building, Meet by rock, Call 911

Other- Exit building (if applicable). Call 911. If you have relevant experience, and you can use it without endangering yourself or others, you have the option to use it.

## Prohibited Activity

The sale, distribution or exhibition of sexually explicit or pornographic materials is prohibited. The manufacture of firearms, fireworks or explosives is prohibited. The Executive Director, Board or landlord may prohibit additional activities.

If a volunteer or staff person asks you to stop an activity they believe may be prohibited you must do so. If you believe they are incorrect and wish to continue, contact the Executive Director for a final determination.

## Drugs, Tobacco & Alcohol

The MINT is a non-smoking facility. The use of The MINT while under the influence of drugs, alcohol or other impairing substances is forbidden, and grounds for immediate removal from the premises. The use of illegal drugs is forbidden, and grounds for immediate removal from the premises.

Events where alcohol is served may be hosted by The MINT. The use of equipment during or after the consumption of alcohol at these events is forbidden.

## Illegal Activity

All illegal activity is strictly prohibited. Participation in illegal activity is grounds for immediate removal from the premises.

## Personal Conduct & Discipline

Unsafe, disrespectful and unacceptable conduct is prohibited. If a volunteer or staff member asks you to leave the premises due to your conduct you must do so, and you may not return until the Executive Director has reviewed the situation with you. Restrictions to your continued use of The MINT may be imposed and, as set forth in our Membership Agreement, The MINT reserves the right to terminate memberships at will. Conduct issues involving the Executive Director shall be referred to the board.

If you find yourself in an unresolvable disagreement or unsafe situation that you are unable to remedy, you're responsible for leaving that situation before it escalates, and notifying a volunteer or staff person.

## Harassment

The MINT is dedicated to providing a harassment-free experience for everyone, regardless of gender, gender identity and expression, sexual orientation, disability, physical appearance, body size, race, or religion. We do not tolerate harassment of people at our events or in our space in any form.

All members are expected to be aware of federal safety and harassment-free workplace guidelines, which are posted on location.

Harassment includes offensive verbal comments related to gender, gender identity and expression, sexual orientation, disability, physical appearance, body size, race, religion, and sexual images in public spaces as well as deliberate intimidation, stalking, following, harassing photography or recording,

sustained disruption of talks or other events, inappropriate physical contact, and unwelcome sexual attention.

People asked to stop any harassing behavior are expected to comply immediately. People violating these rules may be sanctioned or expelled from the space or the event at the discretion of any MINT member. If you wish to report harassment anonymously or privately, you can fill out an incident form at the front desk or send a message to the executive director.

The first violation of this policy will result in a warning and temporary suspension of membership until the incident is resolved. A second violation will result in a suspension of membership until The MINT's Safety and Operations Committee has had the opportunity to meet with the offending member to resolve the issue. A third violation will result in permanent suspension from The MINT.

## Notifying The MINT

If a policy requires that you notify a volunteer or staff person you may do so by contacting the on-duty volunteer or staff person present at the space. If a volunteer or staff person is not available, or in regards to a situation regarding a volunteer or staff person, you may contact the Executive Director.