

Rules and Policies

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Makerspace Code of Conduct

Bozeman Makerspace Code of Conduct

Members, users, and guests are expected to adhere to this Code of Conduct to ensure a safe, respectful, and productive environment. Violations may result in refusal of service, suspension, or membership cancellation.

1. Respect for People

- **Physical Safety:** No person shall assault, threaten, or create conditions that endanger the health or safety of others.
- **Harassment & Discrimination:** We maintain a zero-tolerance policy for harassment or discrimination based on age, race, color, religion, sex, sexual orientation, disability, national origin, or any other protected status. This includes vexatious conduct, demeaning behavior, or intimidation.
- **Sexual Misconduct:** Sexual harassment, including suggestive remarks, gestures, unwelcome physical contact, or the display of suggestive materials, is strictly prohibited.
- **Privacy & IP:** Do not take photos of others without their express consent.
 - Do not replicate another maker's work without authorization.
 - Members working on sensitive Intellectual Property should take reasonable measures to keep their projects from view.

2. Respect for Property

- **Theft & Damage:** Unauthorized taking, misuse, destruction, or defacing of Bozeman Makerspace or clearly-marked member property is prohibited.
- **Tool Stewardship:** Do not remove tools or property from the facility without authorization from BMS officers.
 - Return all tools to their designated locations immediately after use.
 - Do not create conditions that threaten the destruction of equipment.

3. Authorized Use

- **Access Control:** Do not enter restricted areas or use restricted equipment without prior instruction by a BMS-authorized instructor .
- **Facility Security:** Members must not allow unauthorized persons into the building. Only members and their registered guests are permitted entry.

4. Alcohol and Drug Use

- **Impairment:** No person may operate any tools or equipment while under the influence of drugs or alcohol.
 - **Illicit Substances:** Use of illegal drugs on-site will result in the immediate suspension of all Bozeman Makerspace privileges.
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Last updated: 2/26/26

New Member Orientation

New Member Tour Document

Facilities

- Door
 - Demo fob
 - Replacement price \$5
 - Make sure doors are all fully closed when leaving
- Lights
 - Most light switches by door, but one's on the column
 - All off when leaving
- Thermostat
 - Make sure to follow the guidance on the sign so we don't freeze pipes
- Does something seem off? Hear weird beeping or alarms, etc.? Report it!

Space Usage

- Events have priority over personal use, check calendar/slack/event board
- Families and guests are allowed
 - Red tools members only
 - Fill out waivers
- No smoking, pets, camping, overnight parking, plugging in campers
- Shared Space etiquette
 - Minimize project sprawl
 - Share tools and trade spots, etc.
 - Be aware of what's going on around you
- Fire Safety
 - Flammable storage
 - Dust and metal garbage distinction

Tool Policies

- Tools do not leave the Makerspace
- Red tools/Restricted tools
 - Have a sign or sticker

- Need a check out (request in #class-requests on slack)
- Do not use tools when you
 - Lack complete understanding
 - Are drunk or distracted, or otherwise impaired
- Broken tools
 - We won't be mad, just thankful it was reported!
 - Use broken tool hang-tags and report on slack

Storage Policies

- Lockers/Tote bins available, one per member
- Lumber Rack/chemical storage
 - for active projects only
 - Name & date is required
 - Couple months maximum (6 or less)
- No Name Fair Game policy

Cleaning and Leaving

- Cleaning
 - Sweep, then use the vacuum if needed (sweeping preferred)
 - 110% Rule of Cleaning: Clean all of your mess, and 10% of someone else's
 - Full garbage cans must be emptied into the dumpster
- Leaving
 - Return tools to their initial states (replace blades, reset angles, etc.)
 - Unplug all extension cords
 - Check if you're the last one out before leaving
 - Turn off lights, check doors, and listen for tools/machines left on

Being a Part of the Makerspace

- Please join slack and share your cool projects!
- Anyone can teach a class, on pretty much anything. Contact an officer to set one up
- Come hang out at Open Build, classes, and our member meetings
- Bring ideas for new purchases and improvements to open build and member meetings!

Storage Policy

Bozeman Makerspace Storage Policy

Adopted October 11th, 2025

This policy outlines the rules for storing personal items and project materials at the Bozeman Makerspace to ensure a safe, organized, and accessible environment for everyone. Compliance with this policy is required for all members.

1. Member Storage: What, Where, and How to Label

- **General Allotment:** Each active member may use either
 - two (2) designated lockers
 - one (1) designated storage bin.

Storage is first-come, first-served.

- **Active Projects Only:** All stored items must be for current, active projects. The makerspace is not for long-term personal storage. Please regularly remove items no longer in use.
- **Universal Labeling:** ALL personal items, bins, and lockers must be clearly labeled with your full name
- Items in shared/specialized storage (see below) also require the date they were placed in storage.\
- Items found without a clear name label may be considered communal property and available for use by other members. The Bozeman Makerspace is not responsible for the use, loss, or damage of unlabeled items treated as communal.

2. Specialized Storage: Chemicals, Lumber & Large Items

- Chemicals

- All chemicals (paints, solvents, adhesives, resins, hazardous/flammable materials) must be stored in the designated Flammable Storage container.
- Containers must be properly sealed and labeled with your full name and the date.
- Items left in the Flammable Storage container for more than six (6) months are subject to removal.

- Lumber & Long Items

- Wood, metal stock, or other long items that don't fit in lockers/bins must be stored neatly in the designated Lumber Rack or Metal Rack.
- These items must be clearly labeled with your full name and the date.
- Items left in the lumber racks for more than six (6) months are subject to removal.

3. Temporary Storage for Large or Curing Items

- Conditions: Items too large for regular storage that are actively drying/curing (e.g., glue-ups, finishes) may be stored elsewhere only for the time necessary to dry/cure, up to a maximum of 48 hours.
- Labeling: These items must be clearly labeled with your full name, the date left, and contact information (phone or email)
- Placement: Do not obstruct walkways, equipment, or safety access points. Consult an officer if unsure.
- Exceptions: Makerspace Officers may grant temporary extensions to the 48-hour limit on a case-by-case basis. This requires documented approval with the officer's name, member name, item description, and the agreed-upon extended timeframe.

4. Prohibited Storage Areas

- NO storage is permitted, even temporarily, on or in front of:
 - Work surfaces (workbenches, tables, machine tops)
 - First Aid Kits
 - Electrical Panels
 - Fire Extinguishers
 - Doors or emergency exits
 - Any area signed "No Member Storage At Any Time."

5. Liability & Enforcement

- **Liability: The Bozeman Makerspace (including officers and volunteers) is not responsible for lost, stolen, or damaged items left at the makerspace. Members store items at their own risk.**

- Enforcement:
 - Officers may inspect all storage areas.
 - Improperly stored chemicals or flammable materials posing a safety risk may be disposed of immediately by Officers without notice.
 - Officers reserve the right to move or remove items that are improperly stored, unlabeled (see Section 1 regarding communal use), abandoned, or violate this policy. Efforts may be made to contact the owner if identifiable, but this is not guaranteed.
 - Removed items may be disposed of, relocated, or sold/auctioned (after appropriate notice to membership on Slack) at the officers' discretion.

6. Policy Adherence & Updates

- Agreement: By using facilities at the Bozeman Makerspace, members agree to abide by this Storage Policy.
- Updates: This policy may be reviewed and updated by Makerspace Officers. Members will be notified of significant changes.

Guest Policy

Makerspace Guest Policy

- **Member Supervision:** Guests must be accompanied by their hosting member at all times.
- **Member Responsibility:** Guests are the direct responsibility of the member who brought them.
- **Required Waiver:** All guests must fill out a waiver, which is located by the office door, before using the space.
- **Tool Restrictions:** Guests may only use non-restricted tools (tools that are not marked in red).
- **Safe Operation:** Guests should only operate tools that they fully understand and must never use tools while drunk, distracted, or otherwise impaired.
- **Policy Violations:** Consequences for violating this policy can result in up to the suspension of the hosting member's membership.

Parking Policy

Makerspace Parking Policy

- **No Utility Connections:** Plugging in campers or other vehicles to the building's power is not allowed.
- **Access and Obstructions:** Blocking entrances or the garage doors of other tenants is strictly prohibited.
- **No Overnight Parking:** Overnight parking is strictly forbidden. Violators will be towed at their own expense.
- **Trailer Storage:** Leaving trailers on the premises at any time without explicit Officer permission is strictly forbidden.

Fee Schedule

Description	Fee
Lost Makerspace Entry Fob	\$5.00
Broken (and returned) Makerspace Entry Fob	Free
Tool damage resulting from normal use	Free (mistakes happen, just let us know!)
Tool damage resulting from extreme negligence (as determined by BMS officers)	Tool purchase price