



# Clear Creek Makerspace Member Handbook

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# Introduction

## Welcome!

Welcome to the Clear Creek Makerspace! Please review this handbook carefully so that you fully understand the policies, procedures, and rules we've set up to maintain a safe, productive, and welcoming environment for all makerspace members and guests.

This handbook should serve as a compass to help you get your bearings as a new member at the Clear Creek Makerspace, and help you become more familiar with our rules. Generally speaking, the handbook is broken down into five sections:

1. What's this "CCM" I keep hearing about?
2. How do I gain access to the makerspace itself?
3. What's necessary for me to access *cool stuff* within the makerspace?
4. How else can I get involved and give back?
5. Helpful local resources.

Is there a lot of info in this handbook? Yes. Is it all important for you to know? Also yes. Please make sure you're familiar with our general policies and procedures, and reach out to a member of CCM staff with questions.

## 1. About the Clear Creek Makerspace

Clear Creek Makerspace, or "CCM," is a makerspace in Wheat Ridge, Colorado whose role in the greater Front Range landscape is to act as a catalyst for community-driven innovation and hands-on learning. Think of us as a gym or library for your creative muscles, providing affordable access to high-tech tools and training that you might not have at home. Maybe those tools are too expensive, too niche, too large or unwieldy, or maybe your family and friends just don't want you to monopolize the entire garage with a massive 4' x 8' CNC router. That's where we come in. With an unprecedented 7,500 sq. ft. of workshop space and a huge library of equipment, we're one of Metro Denver's go-to destinations for hands-on DIY and creative expression. It's our job to provide you with the tools and equipment to enable you to create anything you can dream up. It's your job to harness these tools and let your imagination run wild.

Believe it or not, there are thought to be 2,000+ makerspaces active in the United States, and currently around ten here in Metro Denver. We collaborate with tons of creative groups across the Front Range, so if there's something we can't provide, we're always happy to point you towards our friends in the community who can.

## **Core Values**

We believe in the transformative power of making. Just like how the introduction of public libraries and free public education transformed and democratized learning 150 years ago, modern makerspaces are democratizing how we learn and access innovative cutting-edge technology today. And with a fourth industrial revolution on the horizon – driven by tech like 3D printing, robotics, artificial intelligence, augmented reality, and the Internet of Things – it's increasingly important to learn how to use these tools.

Makerspaces like CCM not only provide access to these critical resources – they also play an important role in telling the rich stories of who we are and what we can achieve when we work together. In order to foster innovation and encourage creative expression, it's essential that we embrace diversity, equity, and inclusion in all forms. Our goal is to create a welcoming and safe community where everyone – no matter their background, education, or identity – has the opportunity to learn, create, and share their unique talents and experiences.

Everyone can be a maker, and that includes you.

## **Mission and Vision**

Just like our namesake, a winding mountain creek, we know that creativity can often ebb and flow. Sometimes we hit rocky patches and rough currents before settling into calmer waters. Our aim is to establish CCM as a safe place where creativity can flow freely, channeling our community's passion for innovation, hands-on learning, and making.

Our mission is to provide welcoming and accessible space for individuals of all backgrounds and experiences to access tools, knowledge, and opportunities that empower them to develop their creative confidence and contribute to the social, cultural, and economic vibrancy of Wheat Ridge and the Front Range.

We envision a thriving community where everyone – no matter their age, ability, or experience – feels empowered to bring their ideas to life. The Clear Creek Makerspace aspires to create a community where people gather to innovate, solve challenges, think independently, collaborate fearlessly, and drive innovation. We value lifelong learning, curiosity, inclusivity, and a shared commitment to making our city a hub of creativity and ingenuity.

## **Inclusivity Statement**

Diversity is the fuel that powers our progress and ignites our creative engine. At CCM, it's our job to create a space where everyone – no matter their age, experience, or background – feels included, valued, and excited to contribute. Our culture is one of respect, empathy, and open-mindedness, and one built on the foundations of community, understanding, and belonging. We're committed to creating an inclusive and welcoming environment for all, rooted in the idea that diversity is a source of strength and a catalyst of positive change, and with the knowledge that the most brilliant innovations come from the most diverse communities.

We're committed to breaking down barriers, providing accessible resources, and nurturing a culture of learning and collaboration. Our staff aim to embody this idea, and strive to be a diverse and collaborative team open to being inspired, challenged and changed by one another.

Ultimately, we encourage you to be yourself, to learn from others, and to share your knowledge and skills with our community. As Bill Nye the Science Guy once said, "everyone you will ever meet knows something you don't." And as another famous Bill once said, "be excellent to each other."

## Land Acknowledgement

As we foster and grow our creative community at the corner of Anderson Park, CCM recognizes that we live, work, and organize on stolen and occupied ancestral land and territory of the [Tsésthó'e](#) (Cheyenne), [Núu-ągha-tǎvǎ-pǎ](#) (Ute), and [Očhéthi Šakówin](#) people. We acknowledge that 48 contemporary tribal nations are historically tied to the lands that make up the state of Colorado, and recognize the critical importance of acknowledging this fact. The narratives of the history of the Front Range have long been told from dominant perspectives, without adequate recognition of the original stewards who continue to inhabit and connect with this land.

We also recognize that a land acknowledgment alone is not enough, and instead serves only as a starting point. Consider supporting Colorado's Indigenous organizations by donating time and resources to Indigenous-led grassroots change movements and campaigns, and advocating for friends, family, and colleagues to do the same.

Learn more about some of the organizations based in Colorado that support Native American & Indigenous communities, events, and scholarships:

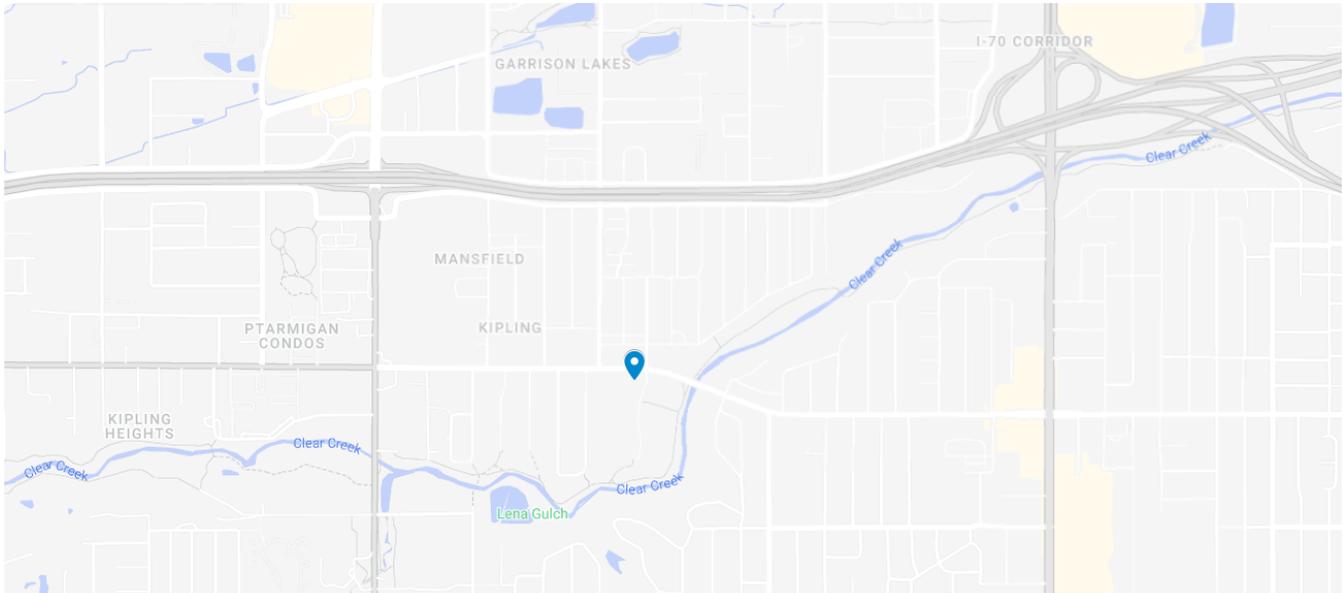
- [American Indian College Fund](#)
- [Cultural Survival](#)
- [The Denver Indian Center](#)
- [International Institute for Indigenous Resource Management \(IIIRM\)](#)
- [First Nations Development Institute](#)
- [Native American Rights Fund](#)

# Facility Overview

## Location and Directions

CCM is located at the northwest corner of Anderson Park in Wheat Ridge, Colorado, minutes from I-70.

[9110 W 44th Ave, Wheat Ridge, CO 80033](https://www.google.com/maps/place/9110+W+44th+Ave,+Wheat+Ridge,+CO+80033)



## History

The Clear Creek Makerspace building boasts a surprisingly rich history that spans the last five decades. Constructed in 1972 by Arthur and JoAnn Knief, 9110 W 44<sup>th</sup> Avenue was originally intended to house a restaurant known as Nero's Nook. Whether its name was inspired by the 1960s toga-sporting "Nero's Nook" night club and show room at Caesars Palace in Las Vegas is unfortunately lost to history.

Just four years after construction, the property changed hands, and the building was transformed into the "Booze N' Bean." The new owners attempted to expand the property by adding volleyball courts and an outdoor patio but never ultimately did so. By 1981, the Kniefs regained ownership and decided to restore the establishment to its original name, "Nero's Nook." In 1982, it underwent yet another transformation, briefly becoming a tavern named "Blind Willies."

In 1984, the building changed hands once more, kicking off what would be a 12-year-stint as the "Copa Cavana" (later renamed the "Copa Cabana") night club. In 1996, the City of Wheat Ridge acquired the night club and transformed it into the Wheat Ridge Teen Center, officially naming it "9110 The Dream" a year later.

By 2003, the City of Wheat Ridge decided to relocate the teen center and remodel 9110 West 44<sup>th</sup> Avenue for government use. The building renovations included the addition of offices, training rooms, conference rooms, and a kitchen. From 2003 to 2023, the building served as offices for the Wheat Ridge Parks, Forestry, and Open Space Division.

In 2023, Wheat Ridge generously leased the building to Localworks, who began the necessary renovations to transform it into the Clear Creek Makerspace. After several years of architectural planning, community outreach, business planning, and fundraising, the CCM renovations were completed in March 2024. The official opening took place on March 31st, 2024, marking a new chapter in the building's vibrant history!

## Structure

Think of the makerspace a bit like a library, but instead of offering access to a huge repository of books and audio/visual resources, we offer access to a huge repository of hands-on tools and training like 3D printers, laser cutters, table saws, welding, and CNC routers. As part of our directive, the CCM offers four core services: membership and equipment access, training classes, fun in-house special events, and community outreach activities.

CCM is governed by an advisory board that meets monthly to review the financial performance and community impact of our operations and the types of programming we're offering. You can find a list of our current advisory board on our website at <https://clearcreekmakerspace.com/staff-board/>.

The Clear Creek Makerspace is powered by Localworks, a Wheat Ridge-based 501(c)(3) nonprofit focused on partnering with the City, local businesses, and residents to advance Wheat Ridge as a vibrant and sustainable community. Localworks offers programs and events to help people connect, volunteer, and create. Clear Creek Makerspace is the result of an exciting spin on this mission, creating a program centered around a physical space that allows community members to engage, learn new skills, and create amazing things. You can learn more about Localworks at: <https://wearelocalworks.org/about-us/about-localworks/>

# Layout and Map of CCM



## Hours of Operation

To make sure we're open and accessible to the entire Front Range community, the CCM has walk-in hours for visitors and guests as well as 24/7 access for active members. Walk-in visitors are welcome during our staffed hours:

*Monday to Thursday, 9:00 AM to 5:00 PM*

Active members can enjoy 24/7 access to the CCM via keycard RFID doors on the north side of the building. Certain shops, such as the woodshop and metal shop, require an after-hours buddy system for dangerous equipment for beginner and intermediate users. We ask that walk-in visitors, tour groups, and members of the public without active memberships please make sure to clean up and be ready to leave at least 15 minutes before closing time so staff can tidy up, reorganize equipment and materials, and lock doors.

## Holidays

Even our most passionate staff need to recharge their creative batteries once in a while! CCM is closed to the public every year for Memorial Day, Independence Day, Labor Day, several days around Thanksgiving Day, the week before Christmas Day through New Year's Eve, and New Year's Day. Active members with 24/7 access may still access the space during this time, but full-time staff will be unavailable to answer questions, assist with machine maintenance, or help unglue fingers.

In the event of snow or weather closures, the building will remain accessible to members with 24/7 access, but our staff might choose snowball fights and Snuggies at home instead of braving the roads. Please plan accordingly, and check social media for up-to-date weather closures.

## Access Control and Security

One of our most important goals is to maintain a safe and secure facility at all times. This means that CCM doors are kept locked outside our regular business hours, and accessible only by active members with 24/7 facility access. Visitors can stop by during our staffed hours and ring the doorbell to come inside and check things out.

Members: please don't prop open doors, let anyone enter behind you, give your badge to anyone else, or enter workshops, offices, or space that you have not received training or permission to use. We monitor security cameras and maintain an alarm system to protect the property, our equipment, and the safety of all visitors, members, and staff. We take safety and security pretty seriously, and might revoke access and membership privileges to folks we observe violating these policies.

## Staff

Unlike many volunteer-run makerspaces, we're a professionally-staffed space with experts in the shop Monday through Thursday, 9:00 AM to 5:00 PM, here to help you fully realize your creative potential! Clear Creek Makerspace staff report to the Localworks leadership team.

## Localworks Staff Roles

**Executive Director:** Paige Piper ([ppiper@wearelocalworks.org](mailto:ppiper@wearelocalworks.org))

**Marketing & Community Relations Manager:** Adison Wash ([awash@wearelocalworks.org](mailto:awash@wearelocalworks.org))

**Marketing Program Coordinator:** Adeline Mann ([amann@wearelocalworks.org](mailto:amann@wearelocalworks.org))

## CCM Staff Roles

**Director:** Tyler Kerr ([tkerr@wearelocalworks.org](mailto:tkerr@wearelocalworks.org))

**Assistant Manager:** Jenny McManus ([jmcmanus@wearelocalworks.org](mailto:jmcmanus@wearelocalworks.org))

## General Information

**Email:** [info@clearcreekmakerspace.com](mailto:info@clearcreekmakerspace.com)

**Phone:** (720) 608-1778

**Address:** 9110 W 44th Avenue, Wheat Ridge CO

**Website:** <https://clearcreekmakerspace.com/>

## 2. Accessing the Makerspace

Before you can access tools and equipment, you'll need access to the makerspace itself. Visitors and tours are welcome to swing by anytime during our [open hours](#), but only active members can access all the fun bells and whistles. To gain access to everything that CCM offers, you'll need to:

1. Identify and enroll in the [membership plan](#) that works best for you,
2. Sign CCM's membership contract, code of conduct, and safety waiver, and
3. Sign up for, attend, and pass an in-person membership orientation class.

The membership enrollment process is automated to kick off a few minutes after you sign up for a membership plan. With a plan selected and paid for, you'll receive an email with instructions walking you through the necessary steps to review and sign our safety waiver. Then another email shortly afterward with details on how to attend in-person safety orientation. We offer regular in-person safety orientation classes every week.

Once you complete all three steps, you'll receive an RFID keycard from front desk staff that gives you access to the building 24 hours a day, seven days a week. From here, you'll simply identify and [sign up for classes](#) for equipment you wish to learn, or schedule a [tool test](#) to test out of equipment training workshops and gain immediate access.

Note that certain shops, such as the woodshop and metal shop, require an after-hours buddy system for dangerous equipment for all beginner and intermediate users. It's our goal to ensure that you leave the makerspace with the same number of fingers and toes that you entered with. As a member, you're welcome to bring guests and visitors without an active membership in after-hours to serve as your 'buddy,' but please make sure that they do not access or use equipment. Active members that violate this policy and allow visitors to operate equipment may have their membership revoked. Advanced users may be exempt from buddy system policies provided they both receive written approval from a shop captain or CCM management *and* provided they have successfully completed or tested out of the majority of shop tools they wish to use.

Not sure if you're ready to make the leap to a paid membership plan? Attend one of our regular open houses or sign up for one of our many free public workshops to take membership for a spin first.

### Membership Application Process

Our membership plans are listed online at <https://clearcreekmakerspace.com/memberships>. During the application process, you'll be asked to select a membership tier and present credit card information to pay for either a monthly or annual membership. There are discounted and free tiers of membership, but these require a special review process and discussion with the CCM administrative staff to determine eligibility. Learn more about [discounted](#), [sliding scale](#), and [free](#) membership opportunities.

Once you fill out the membership application form, you'll receive an email with instructions to review, agree to, and sign the CCM Code of Conduct, Waiver of Liability, Assumption of Risk, and Photo Release. After signing and submitting the safety waiver, you'll receive a final email directing you to an online calendar to schedule a time to attend an in-person 30-minute member safety orientation, where we'll walk through the makerspace, point out important areas, run through the rules, and discuss when it's okay to set fire to stuff (hint: mostly never).

You can access our online safety orientation schedule, which we offer regularly each week, by visiting <https://clearcreekmakerspace.com/> and navigating to "Events & Classes."

## Membership Plans

Clear Creek Makerspace offers up a ton of different membership plans. It's our way of ensuring that the space is accessible to as many makers as possible. Better yet, the only difference in membership tiers is the price. This means that all members have access to the same perks and exciting membership rewards.

<b>Individual</b>	Monthly	Annually
Standard	\$60	\$540
Discounted <i>Educators</i> <i>Seniors</i> <i>Students</i> <i>Veterans</i>	\$30	\$270
Sponsored**	\$0	\$0
<b>Group</b>	Monthly	Annually
Household (4 people)	\$180	\$1,620
Business (5 people)	N/A	\$2,160

For the enterprising among us, each plan offers a significant 25% discount if you sign up for an annual membership up front. That's three full months free!

### Discounted Individual Memberships

Our Discounted Membership plan is designed exclusively for students, educators, senior citizens, and veterans, and offers makerspace access at a more accessible price point. Note that discounted memberships require proof-of-ID at checkout, so make sure to have a scan of your ID handy and ready to upload.

## Household and Group Memberships

Our Household Membership plan is great for friends or families (and even frenemies?) who love to create together. We've designed this plan specifically for families or groups of friends, with access to four memberships for the price of three!

## Corporate Memberships

Similar in scope to our Household plan, CCM Corporate Membership plans are specifically designed for small business teams and offer five seats for the price of four. Note that our Corporate plans are only available for annual membership renewal.

## Sliding Scale, Free, and Sponsored Memberships

We're firm believers that nothing should hold you back from creating, learning, and innovating and that cost should never curb the creative process. That's why we also offer subsidized and free memberships, ensuring everyone has a chance to explore their creative potential. Those in need can explore a sliding scale for individual membership fees.

And if you've got time to spare, we welcome volunteers to teach, share, and grow with our community. In exchange, you'll get to enjoy *free* access to all the incredible resources CCM has to offer. Our expectations here are simple: log a certain number of hours teaching or helping on the floor each month, and earn free membership as long as you keep it up.

Alternatively, some companies, nonprofits, and local businesses can pay for a pool of free memberships eligible to members that fit their requested eligibility criteria. Check with us to see the current opportunities.

For more information and to access our subsidized and free membership application forms, drop an email to [info@clearcreekmakerspace.com](mailto:info@clearcreekmakerspace.com).

## Membership Sliding Scale Criteria

In order to support and strengthen community access, we offer a sliding scale for our Standard Membership plan monthly and annual membership fees aimed at 1) addressing inequality and 2) rewarding members and organizations doing strategic community-building work. This is an intentional effort to ensure equitable access and encourage community stewardship.

Members who want to determine their eligibility for sliding scale access can do so by filling out a form that calculates an individual score from five metrics: income level, household size, education level, government assistance, and (optionally) DEIA advocacy work. Totaled together, this score allows those who are eligible to sign up for significantly discounted membership as low as \$12 per month. Folks wishing to explore this option should email us at [info@clearcreekmakerspace.com](mailto:info@clearcreekmakerspace.com).

## Membership Benefits & Rights

As a member, you get to explore a huge range of membership perks designed to improve your CCM experience and connect you with a network of like-minded makers. Better yet, all CCM members share the same benefits and rights, and no tier of membership offers greater rights or access than any other.

Membership benefits include:

- 24/7 access to the makerspace
- Access to approved equipment and tools
- Access to a rank-and-reward gamified training program
- Free monthly guest and visitor passes\*
- Discounted materials and supplies at partnering businesses.
- Access to the in-house CCM Marketplace to sell products and services
- Free monthly storage space
- Reservable quarterly storage space for \$10 per month (\$30 total)
- Reservable conference room and training room
- Free weekly food pop-ups from local restaurants and shops
- 20% discount on CCM special events
- Invitations to exclusive members-only special events
- Eligibility for exclusive members-only, all-expenses-paid Denver Metro grants, classes, small business bootcamps, entrepreneurship workshops, and pitch events.
- Access to the CCM voting board
- Opportunities to get paid to teach classes!

*\*remember that visitors and guests may not operate or handle equipment or tools.*

## Membership Dues

Membership dues are automatically billed on a monthly or annual basis in Neon CRM, our client management software. When you sign up for a membership, you'll receive email instructions to set up an account within the membership portal, where you'll be able to manage and track payments, renew or cancel your membership, update your profile information, upload documents and images, and much more. Always handy if you want to update your profile picture to show off that stylish new haircut.

Note that makerspace access is contingent upon being up to date your membership dues. Lapsed memberships are assessed on a regular basis, and inactive members are required to renew memberships before accessing the space.

We'll try our best not to shuffle things up too much, but the membership structure of the Clear Creek Makerspace may be subject to change over time as we grow and learn what works best for our community. Usually changes like these are made by a majority vote of the Clear Creek Makerspace Advisory Board in accordance with their policies and procedures.

## Member Resignation & Termination Policy

Any member may resign simply by canceling their automatic monthly or annual membership payments via the membership portal. Resignation does not relieve a member of unpaid dues or other unpaid

charges previously accrued. A member found to be violating rules and their contractual agreement can have their membership terminated by CCM staff without recourse by the member.

See [Dispute Resolution](#).

## Membership Equity and Resolution Policies

### Non-Discrimination Policy

CCM is dedicated to creating an environment where diversity is celebrated, and where every voice is heard and valued. We stand against discrimination in any form, whether based to race, color, religion, sex, gender expression, physical appearance, language, educational background, national origin, age, disability, veteran status, or any other characteristic. Respect and inclusivity are the cornerstones of our community ethos, and we expect the same from our members, staff, contractors, visitors, and partners.

Acts of hate, harassment, or discrimination, whether in person or online, are strictly prohibited. This includes any behavior or speech that targets individuals based on their gender, gender expression, age, sexual orientation, disability, physical appearance, body size, race, ethnicity, or religion; sexual images in public spaces; deliberate intimidation, stalking, following, harassing photography or recording, inappropriate physical contact, inappropriate behavior, and/or unwelcome sexual attention.

We take these matters *very* seriously and encourage anyone who experiences or witnesses such incidents to report them to a CCM staff member immediately. Violations of this policy may lead to membership termination, with no refunds for such terminations due to harassing or discriminatory conduct.

If there are concerns about CCM staff not adhering to these standards, we urge you to reach out to the CCM Advisory Board Chair for resolution.

### Dispute Resolution

Our code of conduct is intended to establish clear expectations regarding behavior, facility rules, training, equipment access, cleaning, safety, organization, storage, and handling damages. If a member, staff, or visitor violates this code, we apply a fair and accountable "three strikes" policy:

- *First Strike*: Incident documentation and a corrective discussion.
- *Second Strike*: Incident documentation and a formal written warning.
- *Third Strike*: Incident documentation and an appropriate suspension or termination determined by staff.

In case of disputes between members, we encourage you to initially seek distance from the situation and to involve CCM management. Staff will record statements and inform Localworks leadership. A follow-up email will outline the next steps within 24 hours. For conflicts between members, we can help connect both parties with resources to facilitate impartial, confidential mediation to help find a path to resolution.

Clear Creek Makerspace reserves the right to revoke memberships at any time, with or without cause.

## Membership Code of Conduct

CCM is a community workspace. Our team is here to support and guide you on your creative journey, but remember, maintaining a safe and inclusive workshop is a shared responsibility. Make sure to take your time with your projects, avoid rushing, clean up after yourself, behave respectfully and responsibly, and always ask for help when you need it.

Keep in mind that our shop policies are guidelines, not a substitute for caution and common sense. Jig saws? Not ideal for actually making jigsaw puzzles. Laser cutters? Not meant for personalizing breakfast toast with morning affirmations. Sawzalls? Not designed for trimming tasteful animal topiaries. You get the picture – no interpretive use cases, please. Our policies are here to help you navigate the workshop safely and effectively, but we also expect you to come prepared. Part of that responsibility includes familiarizing yourself with the tools and equipment manuals before use and operating only those pieces of equipment for which you've been trained.

## General Safety and Responsibility

- **Safety First.** You must prioritize safety at all times. Follow safety guidelines and use personal protective equipment (PPE) in all designated areas. Promptly report any accidents, unsafe conditions, or incidents to a staff member or a designated safety officer. Never block safety exits, egress points, eyewash stations, first aid kits, or breaker boxes that are designated with red and white tape.
- **Ask for help.** Don't hesitate to ask us questions if you need a bump in the right direction. Just note, however, that we take a "teach a person to fish" approach to makerspace operations. That means we'll always happily help teach you how to do something, but we're not here to complete your project for you, give extended technical assistance, or clean up after you.
- **Personal protective equipment (PPE)** is required at all times in designated areas of the makerspaces. To help with this, you'll find safety cards posted at each machine highlighting hazard level and any PPE required, including advanced PPE rules that may augment or even sometimes supersede general shop rules, including eye protection, gloves, aprons, hearing protection, face masks, shields, and respirators. At a minimum, ensure that you enter makerspace areas designated by black and yellow tape with proper PPE, including:
  - Hair tied back
  - No loose, dangling jewelry, straps, or fabric. This includes watches, bracelets, necklaces, hoodie straps, ties etc. These must be removed, not just stowed under shirts or jackets.
  - Closed-toed shoes
  - Safety glasses
  - Short sleeves, or long sleeves rolled up
- **Dress code policy.** Shirts and shoes must be worn at CCM in accordance with our safety and PPE policies. Our goal is to ensure the health, safety, and general welfare of everyone in public spaces by requiring appropriate attire. This requirement helps prevent injuries and maintains safety for all members. Exceptions to this policy may be granted for specific activities or medical conditions on a case-by-case basis, provided that equivalent safety measures are in place.

Requests for exceptions must be submitted in writing and approved by makerspace management.

- **Shared space and personal hygiene.** At CCM, we aim to provide a welcoming and inclusive space for all. To maintain a comfortable, respectful, and safe environment, we ask that all members practice basic personal hygiene when using shared areas. If you're unsure whether something might be affecting others—like strong body odor, lingering scents, chemical fumes, or the terrible life choice to microwave leftover fish—staff may discreetly check in to help address it. Our goal is never to embarrass, but to keep our shared creative space inviting for everyone. If you're facing challenges accessing hygiene facilities, don't hesitate to reach out. We'll work with you confidentially to find a solution.
- **OSHA safety standards** require that our fire exits, egress routes, fire extinguishers, electrical panels, first aid kits, and eyewash stations must remain unobstructed and free of obstacles for safety, visibility, or accessibility. Red and white tape on the floor can help you easily spot these areas. Never store materials, park equipment, or stash tools within red and white tape zones. Please make sure to familiarize yourself with the locations of first aid, fire, and safety equipment covered during the in-person safety orientation.

## Respect and Community Engagement

- **Respect Others:** Be excellent to each other. Treat all makerspace members, staff, and guests with kindness and respect. Discrimination, harassment, or bullying in any form are not tolerated.
- **Respect Property:** Not everything is a hammer. Respect the property of the makerspace and fellow members. Don't borrow tools or materials without permission, and return items back to their proper homes promptly after use.
- **Appropriate projects.** While we encourage a wide range of creative projects with few limitations, we ask that you exercise good judgment and respect community standards. Projects that are prohibited include functional weapons, dangerous materials, and anything that could be considered offensive or harmful to others. Please use discretion, and keep in mind that this is a shared space used by a diverse community.
- **Noise and Disturbance:** Be mindful of noise levels and avoid disruptive behavior. Use headphones for loud music and keep conversations at a reasonable volume. Ensure that if you're listening to headphones, you remain alert and aware of the space and people around you. Never use headphones, especially wired headphones, in dangerous areas, or around dangerous equipment.
- **Sharing and Collaboration:** Encourage collaboration and knowledge sharing. Help fellow makers, offer guidance, and be open to learning from others.
- **Contribution to Community:** Contribute to the community by helping with maintenance, organization, or workshops when possible. Share your knowledge and skills with others.
- **Conflict Resolution:** Address conflicts or concerns with fellow makers in a constructive and respectful manner. Seek assistance from staff if needed.
- **Accountability:** Take responsibility for your actions. Things sometimes break and that's okay. If you make a mistake, admit it and please work to correct it.

## Cleanliness and Workspace Organization

- **Cleanliness and Organization:** Maintain a clean and organized workspace. Clean up after yourself, return tools and materials to their proper places, and avoid clutter that may create safety hazards. If you make a mess or spill, utilize cleaning supplies in the cleaning cabinet to clean it up quickly.
- **Clean up as you go.** Our community space relies on both you and our staff to maintain safety, cleanliness, and organization. Please return tools and materials to their designated places, and avoid clutter that could pose safety hazards. If you make a mess or spill, use cleaning supplies from the cabinet for prompt cleanup.
- **Dispose of all garbage responsibly.** We aim for sustainability, so reduce, reuse, and recycle whenever possible. Follow recycling container guidelines.
- **Dispose of flammables properly.** Place flammable chemicals in designated containers, such as the large yellow flammables cabinet.
- **Clean up spills immediately.** Use appropriate cleaning supplies to clean up your messes, and if you need help, notify staff so that we can give you a hand. If you can't clean a floor spill right away, use the signage such as the "Wet Floor" sign to indicate the hazard and clean it up before you leave.
- **Return tools to their proper places when you're finished.** Make sure that tools make it back to their homes on peg boards, on shelves, or in drawers once you're done using them so that others know where to find what they want to use.

## Equipment and Tool Usage

- **Equipment use.** Use equipment and tools properly, following all instructions and guidelines. Never use equipment that you haven't been trained or authorized to use. If you're a bit rusty, brush up by reading the provided equipment operation manuals.
- **Remember, not everything is a hammer.** Use tools only for their intended purpose, and according to manufacturers' instructions and our internal CCM policies. Operate machines only with all required guards and shields in place, and always with the proper PPE on.
- **Only use approved materials.** Ensure that the materials you're working with are approved to be used on the machine you want to work with. Make sure to consult Safety Data Sheets (SDS) for any specific chemicals you plan to use, especially around things like resin 3D printers and laser cutters. Cutting PVC pipe or fake leather on the laser cutter can create chlorine gas, for example, and we have a firm "no WW1-era chemical warfare" policy in the makerspace.
- **Never work when tired.** Avoid working in the shop if tired, impaired, or in a hurry; this includes influences from prescribed drugs, illicit substances, lack of sleep, and alcohol.
- **Buddy system.** When using tools in the woodshop and metal shop, beginner and intermediate makers are not allowed to work alone, especially after hours. Two people must be present within sight and hearing of these machines after-hours, or staff must be present in the space during our regular hours. Those with advanced experience can test out of needing to adhere to the buddy system, provided they get a written exception from a shop captain or member of CCM management stating this.
- **Supervise equipment.** Apart from some equipment such as 3D printers, never leave equipment on and unattended while it's running. This is most important around the laser cutters and CNC routers that require active supervision during operation.
- **Keep distractions to a minimum.** Refrain from distracting anyone using equipment or tools.

- **Each tool is different.** Even if you're familiar with a type of tools, brands can differ so please ensure you're familiar with, trained on, and confident using the tools you wish to use.
- **Worktable etiquette.** Work tables are first come, first served, and must be cleared of your belongings before you leave. Any tools and materials must be returned to their proper spots when you finish working.
- **On-site tool policy.** Do not remove tools from the building. We're just as fond of our equipment as you are.

## Snacks and Substance Use

- **Food and Drinks:** We're big fans of brain food, which means you can certainly bring food and drinks into the makerspace. That said, please make sure you're enjoying food and drinks only in designated areas, such as work tables, our kitchen, and the member lounge. Never consume food and drink at any bench or table housing equipment, tools, computers, or machinery. Crumbly granola bars and 3D printers don't mesh well together.
- **Alcohol and Substance Use:** Do not use alcohol or any illegal substances while in the makerspace. Any substances that impair your judgment when working with tools and equipment are prohibited.

## Training Requirements and Access

As part of the onboarding process, we require all new members to attend a free 60-minute in-person safety orientation class. During the class, we'll explore the makerspace together, go over CCM ground rules and our code of conduct, highlight key areas, and answer any questions you have about safety and access. You must attend a safety orientation class before you can enter any tool or equipment areas, like the woodshop, metal shop, or the Fab Lab.

Once you've finished onboarding, you'll receive an ID badge (see [Badges](#)) and your makerspace experience will shift to a 'choose-your-own-adventure' approach. From here, you'll pick the equipment you want to learn, where to sign up for classes and/or tool tests, and we'll show you how to ultimately reserve equipment you've been approved to use via your CCM portal.

Does this mean you can use equipment without being trained? Nope. We need you to know how to operate equipment safely and responsibly before use. That said, if you have a good amount of prior experience with specific tools, can you skip the training workshop and fast-track your verification instead? Absolutely.

Read more about how this works under [Accessing Equipment & Tools](#).

## Storage and Spaces

### Storage

At CCM, we know that storing stuff is an important part of the creative experience. It's no fun having to schlep heavy, delicate, or intricate projects back and forth every day. To address this, we offer three types of storage: free monthly storage passes, paid quarterly storage passes, and free temporary

exceptions intended for projects not well-suited for shelves. Monthly passes (yellow) are available at the reception desk for free. Quarterly passes (green) and temporary project storage passes (blue) are available upon request.



Storage Passes	Duration	
<b>Standard (Monthly)</b>	1 month	Free one-month storage passes (yellow) serve as temporary storage solutions and can be renewed month-to-month depending on waitlist and as long as we have room.
<b>Extended (Quarterly)</b>	3 months	Extended quarterly (three-month) storage passes (green) offer up longer-term storage access for a small \$30 flat fee (\$10 per month).
<b>Temporary</b>	Varies	Temporary “on the floor” storage passes (blue) are available after discussion with and approval by shop captains. These are free, but designed to be short-term storage solutions for those with projects that don’t fit in the dedicated storage areas.

Note that we’ve got a few rules regarding our project storage system:

- **Staff Approval.** CCM staff are responsible for distributing green and blue storage passes, and passes permit storage only in designated areas. Blue and green storage passes must be signed and logged online by a member of staff to be valid. Unfortunately we don’t have sufficient room to store projects and materials throughout the space – only in designated areas.
- **Personal Responsibility:** You’re solely responsible for your own projects and materials stored in the makerspace. CCM is not liable for personal projects or belongings, including those stored in storage space.
- **Short-term storage.** Our short-term monthly storage passes (yellow) are available for free to all members on a first come, first served basis.

- **Expired storage passes.** Projects should not be left in the makerspace without a storage pass. If we find an expired storage pass, a project stored in unapproved areas, or a project without a storage pass, we'll try our best to contact members using any identifying information we can find. Unfortunately if we can't, we may be required to recycle, repurpose, or discard improperly stored projects without notice.
- **Valuables.** While CCM has cameras to monitor and deter theft, it's ultimately your responsibility to securely store your projects. Remember, we're a creative center with lots of folks coming in and out 24/7, not a bank. Valuables should never be stored in the makerspace.

## Rooms & Facility Use

- **Class scheduling.** Specific areas of the makerspace are routinely reserved for our weekly classes. While we always want to ensure that the space and equipment are as accessible as possible, it's always a good idea to check the schedule online to plan around class times.
- **Work areas.** You may use the conference room and training room as clean work areas if you need to spread out, but please check the reservation schedule before getting settled. If the room has been reserved for a class, we may need to boot you out.
- **Room use.** Rooms throughout the makerspace are intended as shared creative work areas and project space. Members can reserve common area rooms for short, purposeful coworking activities such as Zoom calls, occasional meetings, or active collaboration, but rooms must be reserved ahead of time. Outside of scheduled classes, events, or approved reservations, doors must remain open and the rooms must remain available to all members.
- **Reserving rooms.** Members can reserve the conference room and training room for special events through the CCM Portal. Reservations that aren't honored within 15 minutes of their scheduled start time will be canceled.
- **Common areas.** Our lounge and kitchen are considered shared community space. Just like across the rest of the makerspace, there are rules that all members and visitors should adhere to in these shared common areas:
  - Return furniture to its rightful space when you leave.
  - Be mindful of noise levels.
  - Clean up after yourself. Dirty dishes should never be left in the sink or on the counters.
  - The fridge may be used for food, but never for projects, materials, or chemicals. To avoid clutter and spoiled food, please don't leave items in the refrigerator for longer than a few days. If it looks tasty and it's been a few days, we'll probably eat it.
  - Never use the fridges or freezers to store workshop materials or chemicals of any kind.
  - Outside of special CCM-sanctioned events, alcohol isn't permitted in the shared common areas, nor anywhere in the active work areas.
- **CCM as a "third place."** CCM is intended to be a creative third place for folks to gather, share ideas, and work on creative projects. We love it when members stop by to meet up, talk shop, plan projects, learn skills, cowork, and hang out with other makers. Our expectation is that you're visiting for something tied to the space, whether that's our equipment, our community, our ideas, or our public resources. Extended use of rooms or common areas with no real connection to creative work (we're looking at you, JeffCo HOA Pet Insurance Bylaws Review Committee) isn't the best fit for CCM. Likewise, use of the space that makes it harder to hold classes, tours, or workshops may prompt staff to check in and ask you to relocate or wrap up. Our goal is always to keep the space open, useful, and welcoming for everyone.

## Laptops, PCs, TVs, and Wi-Fi

- **Computers.** Laptops and computers are available for all members and visitors to access for free. We recommend that you don't log into any personal accounts on these computers, if you must do so, please log out and ensure the password is not saved when finished. Otherwise we reserve the right to send your family and friends very silly social media messages.
- **Free Wi-Fi.** We provide free CCM Wi-Fi for all makerspace visitors.
  - Wi-Fi Network Name: *ClearCreekMakerSpace-Guest*
  - Wi-Fi Password: *100calworks!*
- **Media policy.** PCs, laptops, projectors, and TVs throughout the space are intended for creative, educational, or collaborative projects. Personal entertainment such as streaming TV and movies, solo gaming, or passive media consumption is not permitted. Devices in shared rooms must remain available to others.
- **Computer and internet policy.** CCM laptops, computers, and Wi-Fi are never to be used for any illegal or harmful activity. Do not under any circumstances attempt to access computer systems, data, or resources of another user. Violations of these rules and/or general mistreatment of Wi-Fi privileges may lead to loss of Wi-Fi access privileges or further disciplinary action. If a member is found to be in violation of the Digital Millennium Copyright Act (DMCA) this is an immediate, severe violation and membership will be terminated immediately.

## People and Pets

### Guest policies and restrictions

At CCM, guests are always welcome. Encouraging collaboration and sharing incredible ideas is a major part of our community-first approach. If you decide to bring someone in to hang out or look around, please make sure that your guests sign a liability waiver when they arrive. Digital copies of the waiver are [available online](#) at any time, or you can use the front desk member PC to access the form from the makerspace. This is a quick but crucial step that we require for all members and visitors without exception, and makes sure that we keep things safe for everyone else in the makerspace.

Remember that as members, you're the key to a great guest experience. You know the ins and outs of CCM, so we rely on you to ensure your guests are clued in to our rules and regulations, especially when it comes to using equipment. We encourage guests to hang out in the makerspace, learn a bit, and even join in on classes or workshops with you for a taste of what we offer. That said, they're ultimately your responsibility. Please make sure guests are always in sight, and make sure they're staying safe. Since they haven't attended CCM safety training, unfortunately this means guests can't use tools and equipment on their own. If they're participating in a scheduled CCM class or workshop alongside you and with a member of staff, they're welcome to engage under our guidance. And you can certainly operate equipment on their behalf. But without taking safety training and without attending training or testing out for specific equipment, guests are not allowed to operate equipment, tools, or machinery.

If you're keen to use the conference or training room with your guests, just remember to book it ahead of time.

## Minors in the space

Minors ages 14 to 17 are welcome to use equipment in Clear Creek Makerspace with specific guidelines to ensure their safety and enjoyment. First, a legal parent or guardian must sign a liability waiver on their behalf and review our policies and procedures. For safety, minors must always be closely accompanied by their guardian. This means adults staying within visual range, and when near potentially dangerous equipment, being within immediate arm's reach. Adults supervising minors can't hang out in the lounge or teaching area, for example, while minors are elsewhere operating equipment.

Those under 14 are certainly allowed in the space with a few caveats. We host regular special programs and events aimed at younger audiences, and encourage those groups to make use of the safer areas of CCM, including our clean assembly 'Fab Lab,' teaching area, lounge, kitchen, and conference room areas. Youth under 14 are firmly not allowed in active work areas such as the woodshop or metal shop unless they are participating in a program, class, and under direct supervision by a CCM staff member or a partnering organization's staff.

Certain high-risk tools marked with red hazard-level safety cards are fully off limits to those under 18, including youth members ages 14-17. These machines must be operated by the supervising adult, and include:

- CNC routers
- CNC metal mills
- CNC plasma cutters
- Jointers
- Oxy-acetylene torch
- Planers
- Routers
- Table saws
- Bandsaws
- Welders

## Pets and animals in the space

While we adore animals and believe them all to be 13/10 Very Good Boys and Girls, we maintain a pet-free policy to ensure minimal distractions and to ensure that we prioritize a safe and focused environment for all of our makers. The only exception to this rule is service animals, which are integral to their owners' needs. Service animals are welcome in the makerspace, and are expected to behave in a manner that maintains the calm and focused atmosphere of our space, without causing disruptions to other members.

## Maintenance, Damages, and Machine Use

- **Reporting damages.** Things occasionally break, and that's okay! If something breaks or malfunctions, please notify a member of staff. We'll affix a red maintenance tag to the equipment and take the machine offline for repairs. If something breaks after hours, please fill out a red maintenance tag, affix it to the machine with provided zip ties, and notify the front desk via email: [info@clearcreekmakerspace.com](mailto:info@clearcreekmakerspace.com).



- **Repairing equipment.** Please don't try and fix equipment yourself! From a liability and warranty standpoint, there are certain repair protocols that we need to adhere to. This means that only staff and approved volunteers can repair equipment.
- **Replacing parts.** In order to prevent mistakes, minimize damage, uphold safety standards, and maintain machine integrity, we don't allow members to:
  - Change saw blades
  - Change sander belts
  - Change or alter benchtop or floor top machinery component parts
  - Change or alter laser lenses
  - Exchange gas or air canisters
  - Change or alter electrical components, wiring, or circuits
  - Adjust or modify safety guards or interlocks
  - Modify, alter, upgrade, or downgrade equipment
  - Empty dust collectors
  - Install software on any computer, TV, or other public device

### Machine Damages Policy

We understand machines or parts may fail from normal use. If this happens while you're using a machine for its intended purpose, we won't be mad! Just let a staff member know immediately and we'll work to get it fixed.

If, however, you are using equipment improperly – perhaps because you haven't taken the appropriate training, maybe you're rushing, not paying attention, or because you haven't sought permission or have violated a rule outlined in this handbook, we're likely to hold you accountable for repairs or replacement. This "you break it, we buy it" policy is one which we try to enforce sparingly and only after thorough review.

## Permission Process for Modifying Equipment

CCM is a public community makerspace, which means it's very important that every member has a consistent experience, and that our equipment is kept as close to factory standards as possible. Why? Part of our mission is to provide access to new emergent technologies that folks might not otherwise have access to. We're here to teach you how to use tools, and then set you loose to make incredible innovations. A successful makerspace is also one that empowers some users, once they've mastered a technology, to purchase that equipment on their own and perhaps start a small business. That's very difficult to do if we're teaching folks how to use a 3D printer, for example, with a whole bunch of custom modified components, or with site-specific rules to operate that only apply at the Clear Creek Makerspace.

This means that CCM does not allow any member, visitor, or volunteer to make modifications or alterations to equipment, software, or procedures without written permission from either shop captains or CCM full-time staff. There is considerable intent and research behind our policies and procedures, which have been carefully designed to ensure safety, protect equipment warranties, and provide a standardized learning environment. Unauthorized changes – even if those changes were done in good faith to improve a piece of equipment or workshop – can introduce unnecessary risks, void warranties, and lead to inconsistencies in how members are trained.

Please don't make any modifications or implement new procedures without proper approval. This includes (but isn't limited to):

- Teaching alternative safety protocols or procedures not outlined in our official documentation or established by shop captains or CCM leadership.
- Physically modifying equipment, such as cutting or drilling holes, removing components, adding modified components, or exchanging or altering components.
- Changing software settings, changing firmware installing unauthorized software, or altering control or startup/shutdown sequences.
- Reorganizing equipment layouts or relocating machines without authorization.
- Storing personal equipment in the makerspace without permission.

Importantly, we know that things can (and should) evolve with great ideas from the community. CCM needs to remain nimble. We're always open to growth, we only ask that changes be made through the proper channels so we can all grow together. Please submit all ideas and suggestions through the CCM [suggestion box](#). CCM leadership and shop captains review all new suggestions on a monthly basis and approve those that we can.

Please note that if you make unapproved changes or fail to adhere to our permissions policies, in rare cases it may result in liability for any damages or repairs required, including if a loss of warranty coverage occurs because of unapproved changes. See [Maintenance, Damages, and Machine Use](#). Unauthorized modifications or procedures that compromise safety or operations may also lead to disciplinary action, including potential suspension or termination of membership or volunteer status.

At the end of the day, our policies are here to ensure a safe, consistent, and enjoyable experience for all members. If you are unsure about a particular aspect of equipment operation or have suggestions for improvement, always feel free to chat with staff or shop captains.

## Materials and Consumables

- **Bringing in your own materials.** You're encouraged to bring your own materials to use with any of the equipment. Before you do so, please talk to a member of staff and snag an "approved" sticker to affix to your materials, or snag a discount code so you aren't charged when reserving equipment online. Larger materials should also request a [storage pass](#) tag. This helps us to make sure that 1) other folks don't accidentally use your materials and 2) we know that we've approved your materials, and that your materials won't damage our equipment. Anything without an approved sticker and/or storage pass will be recycled, repurposed, or discarded.
- **Using our materials.** We do charge a small fee to use our materials. These are usually things that might be harder to source, like 3D printing filament, inert gases, acrylic, and vinyl. Pricing for these is largely intended for us to simply recoup costs. If you use our materials, please make sure you pay promptly via cash or check or online by card when you reserve equipment.
- **Ordering materials.** For larger orders of lumber, steel, aluminum, plastics, or other materials, see our [Resource Guide](#) for local vendors and partners we like to use. You can have large things delivered to the makerspace, but only with staff permission, and only if you're present to receive and unload deliveries to our loading dock. If not, thank you so much for your generous CCM material donation!
- **Reuse and recycle:** Try your best to conserve resources and be environmentally responsible. Recycle and dispose of materials properly.
- **Using our scrap materials.** Scrap material is available for members to use for free, and is usually clearly marked in our material storage areas. Use it however you'd like, but please make sure you're being mindful to use only what you need.
- **Leaving your scrap materials or projects.** Where our storage space allows, you're welcome to leave behind scrap materials for others to use. Please just check with a member of staff before leaving scrap – there are some things that are too small, too unwieldy, or too niche for us to store.
- **Donations.** We love and welcome donations, which may include tools or materials, but only with express approval! If you leave tools or materials in the space without permission, without an approved and signed storage pass, and/or in an area of the shop where we do not permit storage, we may have to discard or recycle what you brought in. We have very limited free space. All donations must be submitted via our [CCM Material and Equipment Donation](#) form.

## Enforcement and Compliance

- **Safety waivers.** Remember that you must sign a CCM safety waiver before entering the three makerspace equipment areas or using any tools. We try not to be sticklers for the rules, but this is an important one.
- **Informed consent:** Always make sure to obtain explicit permission from others before taking photos, videos, or documenting their projects.
- **Compliance with rules.** In addition to this handbook, we do require that you follow any additional rules, guidelines, or policies that we have posted in the makerspace and online.
- **Adherence to local laws.** Make sure that you comply with all local, state, and federal laws when using the makerspace.
- **Suspension and expulsion:** Violation of the CCM code of conduct may result in warnings, suspension, or expulsion from the makerspace at our discretion. Read more about this in our [Membership Equity and Resolution Policies](#) section.

## 3. Accessing Equipment & Tools

With safety waiver signed, orientation attended, and every single CCM policy and procedure etched in your memory (or maybe tastefully tattooed word-for-word on your back?), it's time to learn the last steps necessary to access equipment.

There are four basic steps you'll need to complete before you can hit 'play' on that 3D printer or turn on that table saw:

- **Snag your RFID badge.** On your next visit, pick up your RFID card. This is your key to the makerspace, allowing building entry and speedy equipment reservations.
- **Complete safety orientation.** After safety orientation, just make sure you've signed the safety waiver and you'll be able to attend equipment training workshops and schedule tool tests via your CCM portal.
- **Attend training or schedule a tool test.** Just identify the equipment you want to use and either attend a training workshop or schedule a tool test through the CCM portal to get started. After class or test, we'll email you a short quiz.
- **Reserve equipment.** Once you pass a quiz, just head to your CCM portal to reserve equipment!

### Step 1: Pick up your RFID badge

After you wrap up the orientation process, you'll need to pick up your badge. The next time you swing by the makerspace, stop by the reception desk and a member of staff will assign you an RFID badge and badge clip. This RFID badge gives you 24/7 building access via our front doors, and also functions as a quick tool reservation system. We don't store your member badges in the makerspace, so make sure to take these home and keep them safe. If you lose yours, we can replace it for a small fee.

Remember that while working in the makerspace, your badge must always be visible. In areas designated by black and yellow tape, you should never wear your badge around your neck, or above your waist in order to adhere to our safety policies. Clipped to your belt or waist is best. You'll typically remove the badge and slide it into an equipment card reader in order to turn on and operate the machine, which reduces risks associated with spinning or rotating equipment components.

You should never use your badge to provide access to anyone else. If someone claims to be a member and asks to be let in or to use equipment, please politely ask them to use their badge per CCM policy. If you see someone in the makerspace without a badge, please immediately alert a staff member. We'll handle it, so loudly shouting "citizen's arrest" is strongly discouraged.

### Badge Readers & Door Access

There's a badge card reader located on the north side of the building next to our main entrance double doors that active members can use to simply 'boop' in to the makerspace at any time, day or night. There's also one next to the parking to give you easy access at night or during inclement weather.

## Step 2: Attend Equipment Safety Workshops

Once you've picked up your badge, you'll need to either sign up to learn new equipment or schedule a tool test with one of our instructors to test out of equipment training. Both options have similar steps, though testing out allows those with a good amount of prior experience to skip unnecessary training and gain access to machines a bit faster.

We offer a regular rotation of equipment training courses each week, and we try our best to cast a wide net in the variety of classes we teach across all corners of the makerspace on a weekly and monthly basis. In-person classes are offered frequently each week, and many of our less dangerous, low-impact classes such as 3D printing are offered online, asynchronously for you to take at home any time, day or night.

Better yet, many of our introductory classes are 100% free, open to the public, and don't require membership to attend. Very few of our classes require prior experience, meaning you get to choose the classes that interest you without having to jump through a series of hoops and prerequisites to get to the cool stuff that you're most passionate about.

To register, head to <https://clearcreekmakerspace.com> and navigate to "Events & Classes" to browse our calendar and see what classes and special events are coming up. If you're having trouble registering, can't find a time that works for you, or don't have easy access to a computer, just call our front desk or drop by CCM in person and we'll be happy to help.

## Recurring Training Programs and Workshops

The CCM portal is our way of streamlining your creative learning journey. You can use the platform to find important resources, new updates, update your membership, take quick quizzes to test out of equipment you have experience with, track your progress and build a skill portfolio, and most importantly, reserve equipment.

- **Age restrictions.** All equipment training classes offered at CCM are designed for ages 14 and up. Any minor under age 18 must attend classes with a parent or guardian present.
- **Public courses.** Many of our introductory classes are open for anyone in the community to attend for free. Visitors and members of the public can also attend paid courses (excluding courses and workshops exclusive only to members). Worth noting here: visitors and non-members that attend both free and paid classes are still required to become members before operating equipment outside of class and the guidance of an instructor.
- **Member discounts.** CCM members can enjoy a 20% discount on all paid courses.
- **Becoming an instructor.** We offer free or discounted memberships for passionate folks who help us teach classes. If you're interested in becoming an instructor, please email [info@wearelocalworks.org](mailto:info@wearelocalworks.org) to discuss your interests, availability, and class ideas.
- **Proposing new classes.** We're continuously growing our library of classes. If you have an idea for a class you want to host, please email [info@wearelocalworks.org](mailto:info@wearelocalworks.org) with your class idea, a brief overview of how you would plan to operate the class and a breakdown of what materials/tools might be needed.

## Learning new equipment

If you want to learn a new piece of equipment that you have no experience using, the next steps are simple.

- Enroll in the CreateEd training program online portal if you haven't already. You'll receive a direct link to enroll after completing safety orientation (SAF101) in the makerspace. Those that haven't attended SAF101 will not have access to the enroll link to join the CreateEd program within Canvas.
- Attend and complete SAF101 online. You won't be able to complete additional classes without first finishing safety training.
- Sign up for and attend training to learn how to use the stuff that interests you. We offer online training anytime, and in-person training on a regular daily and weekly basis.
- When you finish the class either in-person or online, you'll hop online into the CreateEd platform to pass a quick quiz in order to show us you know your stuff and won't set anything on fire.
- When you complete the quiz:
  - You'll gain instant access to an online reservation portal within the CreateEd platform where you can reserve the equipment from home any time, day or night.
  - You'll also gain access to reserve equipment quickly via your RFID card, which you can use to 'boop' into machines to snag smaller blocks of time. This is handy if you want to hop between machines quickly without having to reserve online every time.

## Coming in with prior experience

Tool testing is a straightforward in-person assessment that members with prior experience can schedule with our staff and expert users. It's our way of ensuring that you can safely handle equipment like table saws and CNC routers without getting injured, injuring others, or damaging equipment.

For our experienced crafters, think of this as a Disney FastPass to equipment access (minus the mouse ears). For those who have spent years honing their skills in woodshops or similar environments, we know that attending a beginner's class may not be the best use of your time. That's why you get to elbow your way to the front of the line. Just demonstrate your proficiency and quickly gain access to the tools you need in 20 minutes or less. Better yet, scheduling a tool test is easy and convenient:

- Enroll in the [CreateEd training program](#) online portal if you haven't already. You'll receive a direct link to enroll after completing safety orientation (SAF101) in the makerspace. Those that haven't attended SAF101 will not have access to the enroll link to join the CreateEd program within Canvas.
- Attend and complete SAF101 online. You won't be able to access the tool test scheduling links without first finishing safety training.
- Schedule a time with an equipment expert to take the 10-15 minute tool test. We'll run through a checklist to make sure you won't set anything on fire (or, in the case of things like lasers or plasma cutters, how safely and responsibly you set things on fire).
- When you're done, just hop on to the CreateEd portal to pass the quick quizzes – no different than someone taking the class for the first time. Since you can jump the line, you get to skip the written portions of the workshop. This means a maximum of 10 minutes to answer 10-15 questions, and you're done!
- Once finished:

- You'll gain instant access to an online reservation portal within the CreateEd platform where you can reserve the equipment from home any time, day or night.
- You'll also gain access to reserve equipment quickly via your RFID card, which you can use to 'boop' into machines to snag smaller blocks of time. This is handy if you want to hop between machines quickly without having to reserve online every time.

## Workshop and Event Policies

We're all about creating an awesome, safe, and smooth learning experience for everyone who attends CCM workshops and events. To make that happen, we've got a few ground rules you'll need to know before you show up. We've also set up some policies around cancellations, refunds, and transferring classes - because life happens, right? And just in case we need to cancel a class (it's rare, but it can happen), we've got a plan for that too.

### Ahead of class

Before class starts, please make sure you're aware of the following general class policies:

- **Safety waivers required!** If you're attending a class or workshop with us and have not yet signed and submitted the [CCM safety waiver](#), please do so ahead of the start of the class. You will not be allowed to participate without a signed safety waiver on file.
- **Please arrive a bit early:** Out of respect for other attendees, classes need to start on time. If you're more than 10 minutes late, there's a good chance you may have missed too much. In those cases, unfortunately you will not have an option to reschedule or receive a refund.
- **Wear appropriate gear:** In the makerspace, there are many machines that can cause injury if operated inappropriately, or without proper safety measures in place. If your class takes place in the woodshop or metal shop, please review our [PPE and safety gear](#) requirements.
- **Minors:** Minors under 14 years old are not allowed to enter and use equipment in either the woodshop and metal shop and thus cannot attend those classes. Outside of special events geared toward young audiences, most of our classes are only for those over 14 years old or older. Registrants ages 14 to 17 must be accompanied by an adult during the class, and both must have registered in order to attend.
- **Parking:** Clear Creek Makerspace is located at [9110 W 44th Ave, Wheat Ridge, CO 80033](#) at the corner of 44th and Field Street. CCM has 26 available parking spaces in the immediate lot west and south of our building, including two handicap spaces. A shared parking lot immediately south of the building next to Anderson Pool offers an additional 30 spaces. There are also plentiful bike racks outside the north entrance of the building. Visitors and guests, please use the north entrance when you arrive.

### Class cancellation and refund policy

Can't make class? Please contact us as soon as possible so we can cancel your registration.

Life happens, and we definitely understand that illness or family emergencies can throw a wrench in things. Even so, last minute cancellations can negatively impact our instructors, as well as CCM's ability

to serve our community. In consideration for all involved, our cancellation policy for paid classes is simple:

- *Up to one week before class:* free refund or a transfer of your registration to another date/time.
- *1 week to 48 hours before class:* transfer registration to another date/time.
- *48 hours to class start:* unfortunately no refunds or transfers available.

Similarly, we offer lots of free classes every week. These still require time and effort to host. If you routinely fail to attend free classes, after two or three repeated no-shows in a short period, we may temporarily limit your eligibility to enroll in future classes.

## **Class transfers**

Provided you give us sufficient heads up, we're very happy to transfer your spot to another date and time. Please note:

- You may choose to transfer your registration to a different date and time up to 48 hours prior to the start of class.
- You may transfer your registration to another eligible person or member at any time.
- Repeatedly canceling after transferring your registration may also result in a temporary timeout from class enrollment.

## **CCM class cancellations**

If CCM needs to cancel class, we'll reach out and notify you as soon as we can with an explanation of the situation. In some cases, CCM classes may be canceled due to a sick instructor, damaged equipment, weather, or because we didn't hit the minimum number of students required for the class to proceed. In cases where we cancel a class, you'll always get a full refund.

CCM follows [City of Wheat Ridge inclement weather policies](#). This means that any closures will be posted to our social media channels, and any class attendees will be emailed if we need to close and cancel classes. Even when we close for inclement weather, active members can still access the building without staff present. There may be other events that cause us to close the building at our discretion, such as local emergencies, outages, and/or nearby ice cream trucks. Please keep an eye on social media for up-to-date information.

## **Step 3: Reserve Equipment**

Once you've passed the necessary checkpoints in your CreateEd class, you can reserve equipment and machinery online any time you'd like. Similarly, once you complete a course, a staff member will add official "boop" access for your RFID card that unlocks more spontaneous access if you want to hop quickly between machinery. Both options are always available for you, but just like we covered under [Badge 'Boopers.'](#) remember that's there's a risk here with booping. Even if your project is incomplete, you'll need to stop work and immediately hand over equipment access to the member who has previously scheduled reservations online at the designated time.

To reserve equipment online, head to the CreateEd homepage and click 'Reserve' to view the full list of hardware and software. Find the tech you've been trained to use, select it, and you'll be whisked over

to a reservation page where you can check availability and book time slots. We require that all users either 'boop' or reserve equipment online before use. This helps us manage machine availability, maintain safety standards, and ensure that only trained users are accessing equipment. If we find that you're not reserving things using the proper channels, it could be grounds for warnings, suspension, and unfortunately ultimately expulsion from the makerspace at our discretion.

Remember, our reservation system not only facilitates responsible usage but also offers the convenience of checking tool availability from home and planning your projects efficiently. You can reserve tools up to 180 days in advance. For high-demand equipment like 3D printers, laser cutters, and CNC routers, it's always a good idea to check ahead and reserve online. These machines usually take a bit longer to use, meaning that there are fewer available time slots per day.

Some equipment, typically smaller handheld tools (think: hammers, drivers, dremels, jigsaws, small routers), don't require reservations. These are usually the tools you might use for 10-15 minutes before returning them home and snagging another tool. Instead, to use these tools, we provide the ability to reserve 'zones' within a specific shop. While someone nearby might have reserved the tablesaw for an hour, for example, you can reserve a spot on the woodshop floor if you simply plan to bop between various tools in the area. This allows us to control for maximum capacity and keep areas safe, while enabling you to freely move between the things you need. The only exception here is if you have sustained use of a larger benchtop tool. If, for example, you need to use the miter saw for an hour or two, please reserve it as you normally would.

Our reservation system is designed to provide a balanced and fair usage opportunity for all our members. It ensures that you have the tools you need when you need them, without overcrowding certain areas or allowing folks to overuse or monopolize equipment.

## 4. Community and Networking

Now that you're an active member, it might be time for you to get a bit more involved and give back. Read on here to learn more about our volunteer opportunities and our special events.

### Volunteering

CCM is driven by a small army of volunteers and passionate makers. If you're an active member or looking to explore the [volunteer-for-service membership plan](#), please let us know. As a volunteer, you get the opportunity to share your knowledge and skills, becoming an integral part of our community. In return, we offer you free access to all the incredible resources at CCM, from state-of-the-art tools to creative workshops.

Those that want to volunteer are held to a couple of minimum expectations in order to maintain free building access. Volunteering itself can be anything from cleaning up, organizing stations, maintaining equipment, or teaching classes or hosting special events. To maintain membership, this could mean teaching at least four of our free classes per month, or spending at least eight hours per month on the

floor maintaining or tuning equipment or helping to clean and organize things. You'll log your time and we'll track it month to month. Simply make sure you're hitting the minimum monthly requirements and your volunteer status stays active. Fail to hit these targets, and we may need to revoke free volunteer-for-membership access, as stipulated in the volunteer waiver.

If you're interested in volunteering, please fill out our [Volunteer Interest Form](#) and sign the associated [volunteer waiver](#). You'll enter info about any relevant skills or experience you'll bring to the role, as well as a rough idea of your general availability. If we've got an open spot and we think you'd be a good fit in a particular shop, we'll reach out.

## Volunteer Rules and Expectations

### Volunteer Expectations

Specifically, in order to maintain free membership and the associated CCM membership perks, volunteers are expected to:

- Either teach **four** free training classes per month, *or*
- Host office hours in their assigned shop for approximately **eight** hours a month, *or*
- Establish some hybrid of the two (e.g. two classes and four hours on the floor).

Classes can include tours, safety training, or general introductory "how to" workshops like how to use 3D printers, laser cutters, sewing machines, or miter saws. Mentor hours are generally open office hours where a volunteer hangs out in the makerspace to help folks who come in and need assistance.

CCM typically sets a four-week rotating schedule and tries to adhere to it as best we can. We're flexible around work, life, vacation, and family time. As long as a volunteer gives us enough notice, CCM will very happily shift schedules.

If a volunteer fails to meet these requirements consistently, or the expectations outlined in their signed [volunteer waiver](#), access may be revoked.

### Volunteer Rules

Please note that we have a few important rules for our volunteers. It's essential that all instructors stick closely to CCM established safety protocols and teaching standards. We know that different instructors might teach a class in different styles or in a different order, and that's totally okay! When it comes to the core safety rules and protocol, however, we need a united front. If one instructor teaches Group A a different methodology for turning on a table saw and handling emergencies, and another instructor teaches Group B something fundamentally different, we create inconsistencies in how things are taught and how safely members are trained. Specifically, this means:

- Instructors must teach according to our official rules, safety standards, and procedures. It's critical that we provide consistent instruction to all members.
- Instructors should teach members how to operate equipment safely and effectively, but must not make up or implement alternative safety protocols without written permission from shop

captains. Our rules can (and should) evolve, but we implement changes very intentionally through a reporting and permissions process. See [Permissions](#) to learn more.

- Instructors should aim to speak positively about equipment, software, and CCM. Disparaging equipment, rules, or CCM or teaching in an alarmist way can discourage use and deter folks from coming in. Two of our most important driving goals are to showcase that makerspace and our equipment is:
  - Surprisingly easy to use and not terribly scary if operated safely, and
  - Not just for tech-savvy engineers. This equipment is for everyone, no matter their age, background, or experience level.
- If an instructor feels unsure about how to answer a question or properly operate equipment, they should seek guidance from shop captains or staff. Please never guess or make assumptions!
- If an instructor feels rusty or uncomfortable with teaching a particular piece of equipment, they should request additional practice or training from shop captains before teaching that class. We'll always happily hit pause on a volunteer's teaching load in order to catch folks up to speed.
- Instructors should always feel free to use copious notes and refer to official documentation when teaching classes. Making up information or procedures is never okay.

Adherence to our established protocols is essential for maintaining a safe and consistent learning environment for all members. Failure to comply with these rules may result in disciplinary action, including potential suspension or termination of volunteer instructor status.

## Special Events

In addition to the regular rotating schedule of weekly CreateEd training workshops, we like to offer a ton of fun hands-on DIY activities throughout the space every month. These could be everything from rocket-powered Pinewood Derby racecars for Scouts to “Crafting and Cocktail” socials for the 21+ crowd. Expect to see events like DIY D&D miniatures, engraved wine glass workshops, BattleBots, wood burning, holiday maker markets, custom charcuterie boards, nail and string art, jewelry making, cosplay, and a whole bunch more.

Last, we host tons of events throughout the year, many of which are free and open to the public. And we'd love your ideas and input too. If you've got an idea for a cool workshop you want to see or want to host, get in touch!

# Resource Guide

*Coming soon!*