

## Membership Responsibilities

### Please DO:

- **Clean up after yourself, put stuff back where it belongs, this is space you're sharing with others, help keep it pretty and usable for everyone!**
- Be familiar with AHA workspace safety equipment and [Safety page](#) on the AHA Wiki
- Please pay by the first Thursday of the month in either:
  - Online via Paypal (recurring payments preferred)
  - Cash or Check -- place it in an envelope, labeled with your name and some indication that it's for your dues. Deposit this envelope into the grey "Donations" box on the pillar by the lockers.
- Be willing to demonstrate you can open the door with your access card for any AHA member who asks, to verify you have 24/7 access.

### Please DON'T:

This is not all encompassing, but should give you a basic idea. If you're unsure, ask!

- If you're unsure about whether or not something is okay to do, ask!
- No illegal drugs, alcohol or illegal weapons (physical or biological).
- **Do not share your access card with anyone.** You will be held responsible for any bad things arising from the use of your card. That being said, please let the Board know immediately if you lose your access card. Also keep in mind that our membership tiers are very flexible and affordable for most, and help greatly to support running AHA -- encourage your friends to start a membership instead! We'd love to have them on-board.  
*Please do everything you can to keep our location secure and safe for all.*
- The AHA Makerspace IS NOT a hotel – please consider the shared nature of the space
- The AHA Makerspace IS NOT an after school program for school-age kids.
- Do not leave non-members alone after hours in the space. Even if they're your friends.
- If you are the last to leave, make sure to follow the closing operations process (next page).

## Closing Operations:

**The last person to leave is responsible for all the closing operations.**

A brief checklist is posted on the inside of the AHA shop door.

You are helping to pay for the space, treat it nicely and help keep it beautiful! Remember that you are sharing the space with other tenants. Here are a few things to remember when you're leaving the shop after AHA public hours are finished.

### To Do List:

#### Computers

1. **Logoff any accounts you logged into**
2. Shutdown all computers

#### Tools

1. Put away where they belong
2. Laser Cutter Ventilation - turn off blower (using the power strip by the laser cutter)

Turn lights off (Not all lights can easily be turned off, don't worry, just get the following)

1. In the small room inside the Loud Noise Room, using the switch in that room
2. In the Loud Noise Room, using the light switch by the double doors just outside, by the coat hooks
3. **Powerstrips by the electronics bench (please make sure all the soldering irons are cool and unpowered)**
4. In the electronics/3d printer room, using the light switch by the electronics bench
5. In the classroom using ONLY the labeled breaker switch by the sliding glass door, as well as the switch near the entrance to the classroom
6. In the main room, using the switch by the main room table, and the one leading out the main door

#### Locking Doors

1. Make sure the classroom door is fully closed and locked.
2. Make sure the door next to the main door is locked.
3. When you leave, make sure the main door is closed all the way, and that it locks (may take a few seconds).
4. Make sure that whatever exterior door you leave from also closes securely. However, sometimes they aren't locked correctly by Oxford or Afternoon Delight, so don't sweat it if they aren't secured -- just do your best.

#### Clean up after yourself / others

- 1) **Pop bottles, solder, saw dust, trash or other items on the tables, etc.**

*If you are the last to leave, you are responsible for everything, even if it's not your mess!  
Please (gently) encourage others to clean up after themselves.*