



Late Payment Policy

Page 1

Effective Date: 10/7/2023

Policy Statement: ChattLab Makerspace is committed to providing an inclusive and accessible environment for all its members. To ensure the sustainability and smooth operation of our makerspace, we have established a policy regarding late membership fee payments. This policy outlines the procedures and consequences for members who miss a monthly payment, by more than 15 days. Any payments that are still overdue 15 days after the membership has been notified will be assessed this late fee.

Late Fee for Missed Payments:

1. Members of ChattLab Makerspace are required to pay their monthly membership fees by the due date specified in their membership agreement. The Due date for a monthly subscription is every 30 days from the date they initiate their membership payment plan.
2. If a member's monthly payment is not received by the makerspace within 15 days of the due date, a late fee of \$30 will be automatically assessed, and their access to the makerspace will be suspended until their accounts are caught up.
3. The late fee will be added to the member's next monthly payment, and the member will be notified of this adjustment via email.

Request for Fee Forgiveness:

1. ChattLab Makerspace recognizes that unforeseen circumstances may sometimes lead to late payments. Therefore, we offer members the opportunity to request forgiveness of the late fee.
2. To request a forgiveness of the late fee, members must submit a formal request to the Board of Directors using the online form available at [Penalty Appeal](#).
3. The request for fee forgiveness should include a brief explanation of the circumstances that led to the late payment, as well as any supporting documentation if applicable.
4. The Board of Directors will review all fee forgiveness requests on a case-by-case basis. They will consider the circumstances and make a decision regarding whether to grant the fee forgiveness within 30 days of receiving the request.

Effective Date and Notification: This policy is effective as of October 1st, 2023. This Policy will be referenced within the Members Manual which all members are expected to read when they



Late Payment Policy

Page 2

become members. Members that have joined prior to this effective date will be notified via email.

ChattLab Makerspace reserves the right to amend or revise this policy as needed, with proper notice provided to all members.

By becoming a member of ChattLab Makerspace, individuals acknowledge their understanding of and agreement to comply with this Late Payment Policy.

For questions or concerns regarding this policy, please email board@chattlab.org.