



Member Handbook

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Introduction

What is Decatur Makers?

Decatur Makers is an educational non-profit that provides outreach opportunities and operates one of the only all-ages community makerspaces in Georgia.

Our diverse community is made up of makers from 5 to 105 years old including artists, designers, fabricators, welders, woodworkers, engineers, textile workers, programmers, 3D printing professionals, crafters, teachers, students, entrepreneurs, and others. Our community has hobbyists as well as professionals learning and building all kinds of cool projects. Our goal has always been to foster a place where all makers feel welcomed and accepted regardless of background, race, gender, lifestyle, skill sets, experience, or age. We strive to include all makers around Atlanta by keeping our membership dues low, providing needs-based scholarships, and offering most of our programs to the public.

Located in downtown Decatur, our 2,500 square foot makerspace has a woodshop, electronics shop, textiles area, arts and crafts, 3D printers, laser cutters, metalworking, and more under one roof. Our programs include membership to our Space, classes that are open to the public, free community gatherings for youth and adults, youth STEAM outreach and teacher professional development, and solving problems with the help of our community expertise to build solutions for our community partners.

Our Vision Statement

Everyone Empowered To Make Anything

Our Mission

Empowering a community of creatives, builders and learners

Our Motto

Build: People in our community create, tinker with, and invent things in both the physical and digital worlds. Our community is entrepreneurial and innovative. We want to invent new products and build small businesses.

Share: We love to learn new things and teach people what we know. We share our knowledge with classes, intergenerational mentorships, and informal social collaborations.

Explore: We are curious and creative. Sometimes what we make serves no practical purpose except the pleasure of creating. It may be art or just doing something for fun. We also want to explore and understand the world around us by using science, mathematics, engineering and technology.

History

It all started with an idea: creating a place for local Decatur student robotics teams to practice. A few parents took it a step further; Create a great community space where a diverse group of kids and adults could use tools and work together to learn skills and build things. Their vision was shared by many residents and businesses within the Decatur area who understood the benefits of having an inclusive maker community to support the learning, creating, and innovating that comes with making all kinds of things.

In 2014, this community started meeting at peoples' houses to collaborate on the makerspace plans as well as on community projects. In 2015, we leased the old gym from the First Christian Church in downtown Decatur and raised funds to complete renovations and purchase equipment.

As of early 2024, our membership has grown to over 500 paying members, but our reach is so much more. Along with classes and free community gatherings open to the public, our youth and teacher outreach, and our many partnerships with organizations in the community, Decatur Makers has positively impacted thousands of people of all-ages in the larger Atlanta area. We pride ourselves in being an all-ages makerspace and so take special care around our youth members.

Organizational Structure

Decatur Makers, is a Georgia 501(c)(3) nonprofit that operates on a social enterprise model. We offer the core services of: membership, classes, events, and educational outreach. This structure helps us lower the cost of our offerings and expand community access.

We are governed by a board of directors that meets regularly to review the financial performance and community impact of our operations. Current staff and board members can be found on our website at [Meet the Team - Decatur Makers](#). In compliance with federal law, our tax statements are publicly available at www.guidestar.org.

Bylaws

[Decatur Makers Bylaws](#)

Volunteering

Volunteering at Decatur Makers is vital to our community-driven spirit. As a volunteer-led, professionally supported organization, your involvement helps sustain our creative and inclusive environment. By donating your time and skills, you not only support our operations but also enrich your own experience with new skills and connections. Join us to make a meaningful impact in a network of makers and innovators. Email info@decaturmakers.org to learn more about our volunteer opportunities.

Staff

At Decatur Makers, we pride ourselves on our small, dedicated team that works tirelessly to support our members and enrich our community. While our team does its utmost to be responsive and helpful, please understand that due to our size, there are limits to how quickly we can respond to every inquiry.

Kalia Morrison

Executive Director ♦ Kalia@decaturmakers.org

sets the strategic direction and leads overall operations, managing staff and the budget. This role includes spearheading fundraising, building community relationships, and collaborating with the Board to achieve organizational goals.

Lorraine Kowalski

Program Manager ♦ Lorraine@decaturmakers.org

manages member experiences, coordinates classes and events, and oversees CRM and new member onboarding. This role includes marketing activities, managing volunteers, and handling inquiries. Additionally, the position supports fundraising initiatives and grant submissions in collaboration with the Executive Director.

James Vincent

Makerspace Manager ♦ James@decaturmakers.org

Oversees the physical makerspace, ensuring operational efficiency and safety. Manages tool and material maintenance and procurement, supports members in using the space and equipment, and leads the management of workshops and safety orientations.

Youth Programs Specialist

Develops and oversees youth-oriented programs, creates age-appropriate educational content, ensures compliance with safety guidelines, and conducts outreach to local youth serving organizations.

Code of Conduct

Decatur Makers works because of trust.

Guiding Principles

We trust all members and guests will follow our Code of Conduct:

1. Be kind, respectful, inclusive and supportive of others at all times,
2. Learn and create through hands-on experience, in both success and failure,
3. Safely use our tools and equipment,
4. Abide by the Community Agreement,
5. Conduct themselves in accordance with this Decatur Makers Member Handbook,
6. Ask for help if they need it,
7. Check the Events and Classes Calendars for when we are hosting events in the space, and Equipment Reservation Calendar for when tools may be unavailable,
8. Notify Staff and Area Stewards if equipment is broken, and consumables need to be ordered. This is best done with a note on the appropriate Slack channel and an “Oops!” note on the equipment.
9. Clean up after themselves (even better, clean up better than they found it!)
10. Have fun and make cool stuff!

Policy Against Discrimination and Harassment

Summary:

Decatur Makers strives to foster a welcoming, inclusive environment that is free of harassment, discrimination, or intimidation of any kind. Decatur Makers expects that all Board Members, staff, members and volunteers will treat each other with fairness and respect. Harassment or discrimination on the basis of race, religion, color, gender, age, national origin or disability, or any other basis of harassment or discrimination prohibited under state or local law, will not be tolerated and is strictly prohibited. We believe that courteous, mutually respectful, and pleasant interactions among directors, staff, members and volunteers will best serve the well-being of each individual and the success of Decatur Makers.

The complete Policy Against Discrimination and Harassment may be found in the Appendix of this Handbook

Policy Against Sexual or Child Abuse

Summary:

Decatur Makers does not permit or allow sexual or child abuse or molestation to occur at its facility or at any activity sponsored by or related to it. To make this “zero-tolerance” policy clear to all staff, members, volunteers and board members, we have adopted mandatory procedures that must be followed when they learn of or witness sexual or child abuse or molestation.

The complete Policy Against Sexual or Child Abuse may be found in the Appendix of this Handbook

Accountability to the Code

Should a Decatur Makers member, guest, visitor or volunteer break this Code of Conduct, we will institute a “Green-Yellow-Red” policy for accountability.

1. Green: A written warning outlining which code infraction(s) occurred and discussion with the Makerspace Manager and/or Area Steward.

2. Yellow: A written warning outlining which code infractions occurred and discussion with the Makerspace Manager and/or Executive Director, and person receives 1-week suspension of access privileges.

3. Red: A written warning outlining which code infractions occurred and discussion with the Executive Director, and suspension of access privileges as judged to be appropriate by Decatur Makers Staff and Board of Directors.

Suspension of membership subject to appeal by offender

Appeal Process:

1. The offender is to notify the Executive Director and/or the Makerspace Manager in writing that they would like to appeal their suspension, including ways their behavior will change/improve.
2. The offender will have a hearing in front of a review board consisting of at least one Staff member, 2 Board Members, and 3 members of our community.
3. Within a week, the review board will meet, discuss, and vote. The review board’s decision will be final.

Membership Policies

Membership Levels

Decatur Makers has several tiers of memberships in order to make our community accessible to as many folks as possible. Every level of membership may require safety classes before using certain workshops or tools. You must be 11 or older to be a member. Certain tools can only be used by minors under the direct supervision of a suitably trained adult.

Membership Level: (as of 04/11/24)	Benefits:
Basic Level \$35/month	Individual 24/7 access to the makerspace, access to safety training on tools, member discounts on some project based classes
Supporter Level \$60/month (not available at this time)	Individual 24/7 access to the makerspace, access to safety training on tools, member discounts on some project based classes, onsite supporter storage bin
Family Basic Level \$70/month	Family unit 24/7 access to the makerspace, access to safety training on tools, member discounts on some project based classes
Family Supporter Level \$90/month (not available at this time)	Family unit 24/7 access to the makerspace, access to safety training on tools, member discounts on some project based classes, onsite supporter storage bin
Student Membership Level \$20/month	Available to actively enrolled students, grants Individual 24/7 access to the makerspace, access to safety training on tools, member discounts on some project based classes
Service Member and Veteran Membership Level \$20/month	Available to those who serve and have served in the United States Uniformed Services. Includes, individual 24/7 access to the makerspace, access to safety training on tools, member discounts on some project based classes
65+ Senior Membership Level \$20/month	Available to those who are 65 years old or older. Includes, individual 24/7 access to the makerspace, access to safety training on tools, member discounts on some project based classes

Decatur Makers reserves the ability to increase the above membership fees when deemed necessary by the Board of Directors. Decatur Makers will provide advance notice of membership fee changes through an announcement posted onsite, on its website or through other communications to members.

Volunteer Member ♦ discount rate

If you can not afford membership, you can volunteer in exchange for a membership. Please email info@decaturmakers.org to inquire about volunteer membership opportunities.

Group Memberships ♦ varies

Companies, nonprofits, or government agencies are eligible to take a group membership. Please email info@decaturmakers.org to inquire about setting up a group membership.

Membership Orientation

To make sure that every new member can take advantage of what we have to offer, we require them to go through an orientation process.

1. Sign up for a membership on our website.
2. You will get an email confirming your sign up.
3. Review, sign and submit a Digital Liability Release Waiver of Liability and Assumption of Risk, Acknowledgment of Policies Against Harrassment and Discrimination and Sexual and Child Abuse and your information for a basic criminal and sex offender background check
4. Background check returns as “satisfactory”
5. Complete Digital Orientation and review the Member Handbook
6. Register for an in-person Orientation event
7. Show up for in-person Orientation, check out the Space, ask lots of questions!
8. Our Staff will go over our policies, code of conduct with you. Fill out and sign a membership contract, code of conduct contract.
9. Get a key fob and get making!

Background Check Policy

All members are required to submit to a national and state level criminal and sex offender background check before they are granted full access to the makerspace community. We consider a number of factors, so entries on an individual’s criminal record do not always automatically preclude them from membership.

If you have concerns about the background check process or would like to inform us of possible results beforehand, please reach out to info@decaturmakers.org

Payment Policy

Membership accounts are auto-billed monthly or annually on the date of initial registration and will continue indefinitely until you cancel. If a scheduled payment is not made, our CRM system will automatically turn off your key fob and notify you via email. Your key fob will be reactivated once you have resumed normal payment.

Youth Policy

Youth members:

- All Youth Members and their legal guardians must read, sign and abide by the [Youth Membership Agreement](#).
- Youth under the age of 14 must be accompanied by a parent or guardian unless here for a class, workshop, or program.
- Youth 14-17 MUST have permission from their parent or legal guardian to be in the makerspace by themselves.
- Youth members between 14-17 years old who come alone may NOT bring any guests under the age of 21.
- Youth under the age of 18 must have an adult with them (buddy system) to enter and utilize the woodshop, metal machining area, and outside metal working area.
- See our [Youth Woodshop Policy](#) which applies to all members and guests under 18 years of age.

Guest Policy

We love it when you bring your friends and family to Decatur Makers! However, we also have to maintain priority access for members and the security of our facility. It is the sole responsibility of the member bringing the guest in the Space to supervise them at all times. Guests are required to follow all of the same code of conduct and shop policies as members, and all policies concerning required training for specific equipment and work areas. Minor guests are permitted in the main area of the Space, but must stay with the supervising adult and behave in a way that maintains a comfortable working environment for other members.

Communications Policy

We strive to make sure our members are well-informed, utilizing email, the Decatur Makers Slack Workspace, and our Website (decaturmakers.org). Upon joining each member is invited to these communication channels:

Decatur Makers Members Google Group:

- We use the email-based Google Group to communicate and push important information and opportunities to our members. Please make sure to adjust your inbox settings so that you are receiving messages from decaturmakers@googlegroups.com.

Decatur Makers Slack Workspace:

- Slack is our primary platform for interactive communication. It is a collaborative communications platform, where our members can come together to ask questions and talk about what projects they are working on. There are a number of topical channels related to different areas of making around the Space, and we use the #General channel as a platform to push out important information and opportunities to our members. Members are encouraged to join any channels that meet their interests, and to keep an eye on the #General channel for organization announcements.

Decatur Makers Website (decaturmakers.org)

- We periodically post announcements on the main page of our website. The “[Member Portal](#)” section of our website is also set up to contain the most relevant information for our members.

Follow us on Social Media, and feel free to use #decaturmakers when you post pictures of your awesome creations. Note that photos ARE allowed in the space and may be used for social media and communications. Please do not share photographs of other makers’ creations without their permission.

Membership in Decatur Makers includes access to monthly members-only meetings held on the first Wednesday of the month and annual membership meetings in July when Board of Directors members are elected.

Personal Property

When you sign up for your membership, you must sign a [Digital Liability Release Waiver](#) to take responsibility for your own safety within our space. Similarly, Decatur Makers is not responsible for property loss in the Space.

Security

We strive to maintain a safe and secure facility here at Decatur Makers. Please do not leave propped doors unattended, or let non-members enter behind you into membership key fob secured areas. Do not give your key fob to anyone else, or go through a project or materials that are not yours. We have 24/7 recording with security cameras in all areas and an auto-locking door system in order to protect the members and property of the Space.

Please do not let anyone into the space unless they are YOUR guest. Always have your key fob. Please do not put another member in an uncomfortable position by asking to be let in. If you've misplaced your key fob, kindly email Lorraine at lorraine@decaturmakers.org for a replacement. Your key fob serves as your access pass and identification within the makerspace.

Please make sure external doors are securely closed. As a valued member, you hold the authority to politely decline entry or request the departure of non-members (who are not someone's guest). While we encourage and empower every member to address issues when they notice something amiss, we understand that it may not always be easy or comfortable to do so. If you observe ANY suspicious or unusual activities, please reach out to [@James Vincent](#), [@Kalia Morrison - Executive Director](#), [@Lorraine Kowalski](#) and [@jantman](#) via Slack to report any concerns. Don't hesitate to send a message, even if you're unsure about the severity of the situation.

In the event of an emergency or if you ever feel unsafe, please dial 911 immediately!

Hours

Decatur Makers is open to our members 24 hours 7 days a week. Occasionally there will be public or private events that will restrict access to the Space. All such events will be communicated to members with advanced notice.

While the makerspace is open 24/7, the staff are on site at various times during the week. If you need assistance or have an inquiry please reach out to an Area Steward volunteer or post on the applicable Slack channel.

Closure Policy

Decatur Makers is typically open 24/7 for our members, but we do reserve the right to close the Space. This is especially the case in situations where being inside the Space is deemed unsafe, such as during a prolonged power outage, severe weather, or other natural disaster.

Parking

Parking is available to members right outside the Space, including 1 electric vehicle charging station. We do share parking with our landlord, First Christian Church of Decatur, so we ask our members and their guests to be mindful of not occupying all of the spaces in the parking lot. This is especially the case on Sunday mornings 8am-1pm, when we ask members to use street parking. Street parking is available on West Ponce de Leon Ave, and around the corner on Nelson Ferry Rd and Pinetree Rd. Overnight parking of vehicles is not an option at this time.

Shop Policies

The Decatur Makers makerspace is a community workspace. While it is great to have a skilled, professional staff and volunteers, maintaining a safe workshop environment is a shared responsibility. Please be aware of yourself and others as you move through and use the workshops. Leave yourself plenty of time to complete tasks, refrain from rushing, clean up, and ask for help when you need it – we are here to help!

Emergency

In the event of an emergency at the makerspace, immediately dial 911. If the emergency event has caused the Space to be unsafe, immediately exit the Space then dial 911.

The makerspace has three emergency exits, one at the front of the building and two on the sides. These exits must be kept free of projects and materials at all times.

There are fire extinguishers in all areas of the makerspace, including a specialized Haltron extinguisher to be used in fires in the lasers.

Alcohol and Drugs

No alcoholic beverages or drugs are allowed inside the makerspace or on the property. Do not come to the property under the influence of drugs or alcohol. Smoking and Vaping are not permitted in the building, and can only take place a full 10 feet away from the building.

Firearms Policy

Possession, creation, repair or modification of firearms, replicas, firearm parts, suppressors, silencers, ammunition, reloading activities and personal carry, as defined above, are **STRICTLY PROHIBITED** at any Decatur Maker's facilities.

Decatur Makers reserves the sole right to determine whether an activity or object falls within the definitions of this policy, and to determine on a case-by-case basis, whether it is permissible at a Decatur Maker's facility.

General Shop Policies

Please clean up after yourself as you work as much as possible. This keeps dust and particulates from accumulating in the air and floor, prevents slips and falls, and keeps the Space accessible for other makers to use.

Outdoor work area: Housekeeping standards for the outdoor work area are the same as indoors. Please put away work tables and sweep up sawdust and other debris.

All powered wood sanding, both bench sanders and hand-held sanders, must take place outside.

Finishing with oil or solvent based paint, stain, lacquer, polyurethane, spray adhesives or any other chemical agents must take place outside, and be left out to cure. Inside the Space does not constitute a "well-ventilated" area.

Only use tools or equipment for their intended purpose as described in their user manual and during training.

Projects are not to be left in shops or on work tables overnight. If you need to leave a project for a short while, please move it to a designated project storage location. If you need to store a project for an extended period of time or your project is very large, you must request prior approval. (*See Member Storage Policy*)

The Staff and Area Stewards are here to help! Do not hesitate to ask them questions. However, they are not here to make your project for you, give extended technical assistance, or clean up after you.

Tools, shops, and other areas around the Space are periodically closed for classes and reservations. Please check [the class](#) and [reservations](#) schedule on our website online or on an info kiosk inside the Space.

Required Trainings

Many of our workshops and tools require a safety check class before use. *We do not allow members to “test out” of the safety class based on previous experience.* Upon completion of each safety class, your training will be recorded on your account in our CRM, which will be used to inform our RFID access system on select tools.

Tool manuals are available to members. If the manual does not answer your question, ask a staff member an Area Steward, or post on the applicable Slack channel. We offer several area-specific safety check classes at least twice a month, and machine-specific classes at least once a month.

Personal Protective Equipment

Personal Protective Equipment (PPE) including OSHA approved eye protection, and closed toed shoes are required at all times in the Woodshop, Metal Machining, and Outside Metal Working areas. OSHA approved hearing protection and a particulate filtering face mask are strongly encouraged in all the same areas.

Outside the Space

Work utilizing loud tools outside on the pad or around the makerspace may only be performed between the hours of *8am-8pm* Monday-Saturday, and between *1pm-8pm* on Sundays.

Group activities outside are limited to the same hours, including the Sunday restrictions.

Do not leave tools or materials outside the makerspace. Members are required to clean up any messes that are made outside. If you need to store a large project you were working on outside please contact the Makerspace Manager or an Area Steward for prior approval. (See Storage Policy below).

You may work on vehicles outside the space, but you will be expected to remove the vehicle from the parking lot at the end of your work period.

Equipment Reservations

Certain machines that have long output processes are subject to pre-reservation. Please use the Skedda calendar on the [“Member Portal”](#) page to reserve time on a CNC Milling Machine, Glowforge Laser Cutter, Bronte Laser Cutter, MiG Welder, and Rikon Lathe + Bowl Jig.

Reservations are currently capped at 3 hours per day to make sure all of our members have fair access. Even if you do not sign up for reservations, all members are expected to stay aware of

possible reservations by checking the website and info kiosk at the makerspace. Members with reservations on a particular area or piece of equipment do have priority usage rights. Please be courteous and respect each other's time.

Internet and Technology

The Decatur Makers makerspace provides internet access to our members over a WiFi network. Members may only use that internet access in a “Safe for Work” and appropriate way. Members may not download or stream illegal content, view or download pornographic content, or tamper with network settings, Decatur Maker computers, or other technology.

The makerspace also provides laptops for community use. All of the restrictions above frapply to the use of Decatur Makers computers, with the added restriction that members may not tamper or make changes to the hardware or software on makerspace computers.

Member Storage Policy

At Decatur Makers, we prioritize a clean, safe, and organized environment to ensure a productive and enjoyable experience for all our members. As part of this commitment, we do not offer personal storage space for members. However, we understand the need for temporary storage of unfinished projects. Therefore, we provide a designated "Drying Rack" area for such purposes.

Drying Rack

Projects that are painted or glued and need a short period to dry may be stored on the Drying Rack. This area will be marked by clear signage. To use this area, please adhere to the following guidelines:

- **DTMP Sheet Requirement:** All drying projects must be marked with a filled-out "Do Not Touch My Project" (DTMP) sheet, including the project owner's name, date, and contact information.
- **Contact for Oversized Projects:** If your project does not fit on the drying shelf, contact the Makerspace Manager via Slack for approval before leaving your project.
- **Storage Duration:** Projects may be stored on the drying racks for up to 72 hours. If more time is needed, contact the Makerspace Manager via Slack before leaving your project to request an extension.

Large Projects-in-Process

If you have a large project that will require extended storage at the space, follow these steps:

- **Pre-Approval:** Obtain approval from the Makerspace Manager via Slack before starting the project.
- **DTMP Sheet Requirement:** Approved projects must be marked with a DTMP sheet, including the project owner's name, contact information, and date.
- **Active Progress:** The project must be an active one, regularly showing significant progress, as determined by staff and area stewards.
- **Designated Area:** Store the project within the designated area for large projects-in-process.
- **Time Limit:** If the project is left longer than the agreed-upon time, a message will be sent via Slack to the project owner. If there is no response within 5 days, the project will be treated as an "expired project."

Expired and Unlabeled Projects

To ensure a tidy and functional workspace, the following rules apply to expired and unlabeled projects:

- **Quarantine Procedure:** Unlabeled projects or projects stored longer than the agreed-upon time will be "quarantined" by attaching a red sticker.
- **Owner Responsibility:** The project owner is responsible for:
 - Recognizing that their project has been quarantined.
 - Removing the project within 5 days.
- **Disposition of Unclaimed Projects:** Quarantined projects that are not removed within 5 days will be discarded, and any usable materials will be made available for general use.

By following these guidelines, we can maintain a clean, safe, and organized makerspace for everyone. Thank you for your cooperation. For any questions or assistance, please contact a staff member.

Donation Policy

At Decatur Makers, we deeply appreciate the generosity of our community members and supporters. Due to limited space, we must be selective in what we accept. Therefore, all donations must be approved by Decatur Makers Staff Members before being accepted. Please do not leave donations in or outside the building without prior approval. To seek approval or request a donation acknowledgment form, contact us by emailing info@decaturmakers.org. Additionally, if you purchase and donate consumables, please fill out the in-kind donation form attached to the top of the "general" Decatur Makers Slack Channel to help us keep accurate

records for budgetary purposes. Your understanding and cooperation are greatly appreciated, and your support helps us maintain a vibrant and well-equipped makerspace for everyone. Thank you for your generosity!

Maintenance

Before using a tool or piece of equipment, make sure it is in proper working order. Report broken tools and equipment to staff using an OOPS Sheet, and post on the applicable Slack channel. Do not attempt to repair or perform maintenance on a tool or piece of equipment without approval from the Makerspace Manager or an Area Steward.

Equipment Damages Policy

We understand machines or parts of machines may fail from normal use. If this should happen while you are using a machine, please let a staff member know immediately – we will not be mad at you! However, sometimes machines fail from misuse, so we have a “break it, buy it” policy for some commonly broken items.

Wood Shop

- + Table saw blades: \$50
- + SawStop cartridge: \$120 **Charges only apply to non-injury misfires due to wet wood or metal contact**
- + Router bits: \$20
- + Small Band saw blade: \$30
- + Large Band saw blade: \$70
- + Resaw bandsaw blade: \$70
- + Damaged table saw fence: \$229
- + Planer Blades: \$50
- + Jointer Blades: \$20

Metal Working

- + Horizontal Band saw blade: \$75
- + Vertical band saw blade: \$30
- + Damaged angle grinder: \$60

Laser Cutters

+ Laser Lens: \$200

Education Policies

Decatur Makers is dedicated to providing educational and hands-on opportunities to our members and the greater maker community, we are here to help you along no matter where you are in your journey as a maker.

Adult Classes

Most of our classes are open to the public and do not require membership to attend. Many of our students come to learn how to make at Decatur Makers with no prior experience. Adult classes at Decatur Makers are for ages 16 and up. Any minor under the age of 18 must attend adult classes with an adult guardian.

To sign up for a class, check out our [Calender of Events](#) on our website. Click through any listing for times and availability. If you have trouble registering, or do not have ready access to a computer, feel free to drop by the Space and sign up on one of your community computers.

Class Cancellation Policy

Classes may be canceled if not enough people register. Our typical minimum enrollment is 3. A decision will be made 24 hours before the class is scheduled to run, and you will be notified of the cancellation and your class fees refunded in full. If you cannot attend a class, please let us know 24 hours before the class is scheduled to run to ensure a full refund.

Please arrive a few minutes before your class starts! If you are 20 minutes late or more you will not be admitted into the class, as you will have missed too much critical information to keep up. There are no refunds, transfers, make-ups or deferments for missed classes.

Events

Decatur Makers hosts lots of events throughout the year, most of which are free and open to the public. We welcome community input and participation. Got an idea? Get in touch with the Outreach Manager or Makerspace Manager to see if it fits within our mission and schedule.

Rentals

Decatur Makers does not offer the makerspace to rent for events at this time.

Recurring Events

Decatur Makers hosts several recurrent events each month, including Open Build Night (2nd, 3rd, and 4th Wednesdays), Family Build Night (4th Wednesday), and our monthly Members Meeting (1st Wednesday).

Festivals and Maker Markets

Decatur Makers occasionally hosts large outdoor events like Maker Markets and celebrations. On festival days, Decatur Makers is still open as normal, but lot parking may be limited. Please also be aware we typically host public tours on festival days.

Appendix

Policy Against Discrimination and Harassment

Decatur Makers strives to foster a welcoming, inclusive environment that is free of harassment, discrimination, or intimidation of any kind. Decatur Makers expects that all Board Members, staff, members and volunteers will treat each other with fairness and respect. Harassment or discrimination on the basis of race, religion, color, gender, age, national origin or disability, or

any other basis of harassment or discrimination prohibited under state or local law, will not be tolerated and is strictly prohibited. We believe that courteous, mutually respectful, and pleasant interactions among directors, staff, members and volunteers will best serve the well-being of each individual and the success of Decatur Makers.

Any person who believes that he or she is the victim of any type of harassment or discriminatory conduct should bring that conduct to the immediate attention of the Executive Director, the Chairman of the Board of Directors or another member of the Board of Directors. We will (or will have an outside party) conduct a confidential, prompt and thorough investigation of all circumstances surrounding the alleged incident. If the investigation reveals that an individual has committed an act of discrimination or harassment, that individual will be subject to disciplinary action, up to and including termination of the individual's affiliation with Decatur Makers and/or referral to the appropriate law enforcement or regulatory authorities, if appropriate.

Retaliation in any form against an individual who complains of discrimination or harassment is strictly prohibited and will result in appropriate disciplinary action. Further, any staff member, volunteer, member or board member who fails to take appropriate action to resolve a complaint of discrimination or harassment that was made to them will also be disciplined, and his or her affiliation with Decatur Makers may be terminated.

Policy Against Sexual or Child Abuse

Decatur Makers does not permit or allow sexual or child abuse or molestation to occur in its workplace or at any activity sponsored by or related to it. To make this “zero—tolerance” policy clear to all staff, members, volunteers and board members, we have adopted the following mandatory procedures that must be followed when they learn of or witness sexual or child abuse or molestation. Those reasonably suspected or believed to have committed sexual or child abuse or misconduct will be appropriately disciplined, up to and including termination of employment or membership, and may be criminally prosecuted. No staff member, volunteer, member, board member or other person, regardless of his or her title or position, has the authority to commit or allow sexual or child abuse or misconduct. Sexual or child abuse includes grooming behaviors, sexual assault, exploitation, molestation or injury. It does not include sexual harassment, which is another form of behavior which is prohibited by under our Policy Against Harrassment and Discrimination.

Immediately report suspected sexual abuse or misconduct to the Executive Director, the chair of the Board of Directors, or any board member. It is not required to directly confront the person who is the subject of the report, question or complaint before notifying us.

We will (or will have an outside party) conduct a confidential, prompt and thorough investigation of all circumstances surrounding the alleged incident. If the investigation reveals that an individual has committed an act of sexual or child abuse, that individual will be subject to disciplinary action, up to and including termination of the individual's affiliation with Decatur Makers and/or referral to the appropriate law enforcement or regulatory authorities, if appropriate.

Decatur Makers is committed to following the state and federal legal requirements for reporting allegations or incidents of sexual abuse or misconduct to appropriate law enforcement and child or adult protective services organizations. In appropriate situations as determined by its board of directors, Decatur Makers may elect not to attempt to investigate or assess the validity or credibility of an allegation of sexual or physical abuse, and may instead immediately report the allegation to proper law enforcement authorities or protective services organizations.

Revision History

- Circa 2021 - Original version of Member Handbook drafted by then-Makerspace Manager George Breeden.
- June 18, 2024 - Handbook revised and formally accepted by Board of Directors.