



Membership & Service Agreement v1.02

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The Gizmo Dojo, a Colorado Nonprofit Corporation and _____, the entity or person identified on the signature page of this agreement (“Member” or “Licensee”), hereby agree that The Gizmo Dojo will provide to the Member a license to the shared The Gizmo Dojo facilities located in Broomfield, Colorado. This agreement is a Membership & License Agreement (the “Agreement”) and **is not a lease or any other form of tenancy agreement**. The Gizmo Dojo and Member agree as follows:

1. Duration of Agreement & Termination. This Agreement is a Membership and shall commence on _____. This Agreement shall automatically renew on a month-to-month basis.

The Member or The Gizmo Dojo may terminate this Agreement any time with 30 days notice.

Notwithstanding the foregoing paragraph and notice period, The Gizmo Dojo reserves the right to terminate access to and use of The Gizmo Dojo’s facilities at any time, immediately and without notice, if the Member fails to comply with any provision of this Agreement or The Gizmo Dojo’s Policies and Procedures.

The Gizmo Dojo reserves the right to amend the Policies and Procedures document and Services Addendum from time-to-time and at its sole discretion. The Gizmo Dojo will notify Member of any changes to said rules and regulations in writing and prior to such rule changes taking effect.

Upon termination of this Agreement, Member shall thereafter have no further right to use The Gizmo Dojo facilities in any manner and Member shall make no further use of The Gizmo Dojo other than to remove personal items. All advance fees, if any, shall be justly prorated and returned to Member, along with deposits, within 90 days of the termination of this agreement. Personal items must be removed from The Gizmo Dojo within 15 days of the termination of this agreement, after which period they become property of The Gizmo Dojo.

2. Description of Services. The Gizmo Dojo agrees to provide Member with secured entry access to non-exclusive, clean, well-maintained equipment and workshop facilities, reasonable electrical power and wireless internet access.

3. Member Obligations. Member shall only use the facilities in accordance with The Gizmo Dojo Policies and Procedures. The shared facilities shall be kept in a neat, clean and attractive condition at all times. Member will not cause any damage to any part of The Gizmo Dojo, including unreasonable or inappropriate wear on equipment or damage to the building in which The Gizmo Dojo is located (“Building”). Unreasonable damage is the responsibility of the Member to correct (fix or pay to repair). Member shall not disturb the use and enjoyment of the Services by any other Member of The Gizmo Dojo or the use and enjoyment of the Building by any occupant of the Building. Member shall not use The Gizmo Dojo facilities for any inappropriate or unlawful activity including obscenity and use of material protected by intellectual property laws. Members shall not ‘live’ at the The Gizmo Dojo facilities at any time (sleep/eat/shower beyond one 24 hour day - exceptions may be made during multi-day hackathon events only)

4. Fees. Member agrees to make payments on a timely basis. Failure to make monthly payments will result in termination of this Agreement and revocation of Member’s license to use the facilities. In addition, Member shall pay all reasonable third party fees (attorney's fees and debt collection fees specifically included) and other costs incurred by The Gizmo Dojo in connection with any late payments or past due amounts.

5. Risk of Use. Member acknowledges that he/she is using the facilities at his/her own free will and decision. Member acknowledges that The Gizmo Dojo does not have any liability with respect to Member’s access, participation in, use of the facilities, or any loss resulting from such participation or use.

The Gizmo Dojo and its respective board members, employees, volunteers, instructors, agents, contractors and officers shall not, to the extent permitted by law, be liable for, and the Member waives all right of recovery against The Gizmo Dojo and such individuals for any damage or claim with respect to any injury to person or damage to, or loss or destruction of, any property of Member, its contractors, employees and invitees due to any act, omission or occurrence in or about The Gizmo Dojo or the Building. Except for gross or willful misconduct by The Gizmo Dojo, Member agrees to indemnify, defend, protect and hold The Gizmo Dojo and its respective board members, employees, volunteers, instructors, agents, contractors and officers harmless from and against all claims of whatever nature arising out of Member’s use of the facilities and occupancy of The Gizmo Dojo. Members are strongly encouraged to carry insurance that covers their personal equipment while using the workspace at The Gizmo Dojo.

6. Interruption of Service. Member acknowledges that due to the imperfect nature of electronic communications, electronics and utilities, The Gizmo Dojo shall not be responsible for damages, direct or consequential, which may result from the failure of The Gizmo Dojo to furnish any of the Services. The Gizmo Dojo will, however, act in good faith and in a commercially reasonable manner in working to remedy any flaws in the facilities or equipment, or delays in providing access to the facilities or equipment to the Member.

7. Relationship of the Parties. Member is not an employee or contractor of The Gizmo Dojo. The Gizmo Dojo has no right to work produced by Members or guests working at The Gizmo Dojo. Members shall maintain all copyrights, patents and any other proprietary rights related to the Member's works that are created using the facilities.

8. Partial Invalidity. If any one or more of the provisions of this Agreement shall be invalid or unenforceable, the remainder of this Agreement shall not be affected, and each remaining provision shall be valid and enforceable to the fullest extent permitted by law.

9. Waiver. No delay or omission on the part of The Gizmo Dojo in exercising any right under this Agreement shall operate as a waiver of such right or of any other right of The Gizmo Dojo, nor shall any waiver of such right or rights on any one occasion be deemed a bar to, or waiver of, the same right or rights on any future occasion. The acceptance by The Gizmo Dojo of any payment, or of a sum less than is due, shall not be construed as a waiver of any of The Gizmo Dojo's rights unless such waiver is in writing.

10. THIS AGREEMENT IS NOT A LEASE AND DOES NOT CREATE OR REFLECT ANY FORM OF TENANCY OR INTEREST IN REAL PROPERTY IN FAVOR OF MEMBER. This agreement is subject and subordinate to a lease by and between The Gizmo Dojo and the owner of the Building. This agreement shall terminate simultaneously with the termination of said lease. This agreement shall be governed by, interpreted and enforced in accordance with the laws of the State of Colorado.

11. No member under 21 may consume alcohol. Immediate termination of membership will result.

Policies and Procedures

The Gizmo Dojo strives to provide a safe, productive and fun work environment for its members. In light of this mission, we ask you to obey the following policies and procedures for working in our facility. **Failure to obey these policies and procedures can make our facilities dangerous or unwelcoming to others, and such actions on your part may result in your license being terminated without notice.** Please take them

seriously. We reserve the right to change these policies and procedures as needed with sufficient notice to members.

Individual Safety: Obey all posted signs and literature pertaining to safe use of our facilities. These include but are not limited to signs regarding appropriate shop clothing and protective gear, techniques for safe equipment use, material-specific precautions for equipment, and machine tool lockouts. Do not use equipment you are not comfortable with or trained to use. Our strong preference is that you not operate heavy machinery after normal hours without a partner in the facility; operate it individually at your own risk. Please ask for help if you are ever uncertain.

Shared Safety: In a shared and open facility like ours, it is possible for less experienced members to operate equipment dangerously without knowing it. Please stay on the lookout for unsafe behavior, and approach and offer feedback to fellow members if you believe they are working unsafely. Please notify an officer or a Board member immediately if you believe any piece of equipment or infrastructure to be unsafe.

Respectful Behavior: Behave respectfully, courteously, and professionally to your fellow members in both in person and electronic interactions. No discrimination, harassment, or hate speech will be tolerated.

Courtesy of Shared Spaces: Keep noise levels to a respectful minimum for the comfort and enjoyment of those in the immediate area. No loud music, tool use or other noise will be permitted in the open areas without the explicit permission of the members around you. No fumes or flames are permitted in unventilated areas. Restore the shared spaces to be as clean or cleaner than when you found them. Please respect and do not interrupt any official The Gizmo Dojo activities or classes in the shared spaces.

Presence: Inactivity and lack of physical presence at our community facility can be detrimental to our mission and prevent others from using the space. Please inform us of any extended absences or extenuating circumstances that might prevent you from attending. Otherwise, we expect members to make regular use of our facilities.

Guests: Non-member guests are permitted in The Gizmo Dojo as long as they do not use The Gizmo Dojo equipment or shared areas or interfere with other members. Guests and their actions are the sole responsibility of the host member.

Tolerance of Feedback: Please be open to constructive feedback from fellow members, especially when it pertains to safe use of our equipment or disrespectful communications or behavior.

Safety and Workspace Conduct: The Gizmo Dojo is a place to learn, teach and create. It is also a community workshop with a vast array of tools you can use as a member. It's important that you use the community tools in a way that's safe to yourself and others around you. Tools must be kept clean, functional, and available for your fellow members.

The Gizmo Dojo's General Safety Rules, Guidelines & Expectations

- All The Gizmo Dojo users must be properly certified to use any powered equipment or anything marked with “training required” signage.
- Guest and Minors must follow this safety agreement and may not work at The Gizmo Dojo unattended.
- If you do not know how to do something – ASK! Check with the one of the officers or an experienced member if you have any doubts about what you are doing.
- All The Gizmo Dojo users must make proper use of work safety equipment:
 - Use specific safety equipment as defined in each of the equipment operation and safety workshops held by The Gizmo Dojo.
 - Safety glasses must be worn any time a The Gizmo Dojo user is working with powered equipment, chemicals, biological agents, electricity over 50 volts, hand tools, or is present in an active workspace containing the aforementioned safety hazards.
 - Ensure that all work areas are well lit while actively working on a project.
 - Non-slip closed-toe shoes, long pants, and short sleeved shirts are recommended attire for being in the active workspace areas of The Gizmo Dojo.
- All The Gizmo Dojo users must know the location and proper usage of, and make sure there is proper access to, all The Gizmo Dojo first aid and emergency safety equipment before starting any work at The Gizmo Dojo, this includes: eyewash stations, first aid kits, fire extinguishers, emergency showers, fire alarms, emergency phones, power cutoff switches, and electrical breaker panels.
- All The Gizmo Dojo users will be expected to work at a pace that is safe for their abilities and not to cut corners.
- Make it a standard practice to never work alone while using powered equipment, as it could lead to serious injury or death in the event of an emergency.
- All ladders must be used with a spotter to hold the base the entire time the ladder user is on the ladder.
- For machine maintenance refer to the appropriate The Gizmo Dojo equipment operation and safety workshops. The Gizmo Dojo members must never perform maintenance, including cleaning of a machine that they are not certified by The Gizmo Dojo to use.
- All The Gizmo Dojo users are required to be aware of their surroundings.

- Make sure your work area is safe and secure at all times.
- If it seems wrong it probably is wrong, be aware of abnormal sounds, smells, heat, and vibrations coming from the machines. If you suspect that there is a problem, shut down the machine immediately, lockout the machine using appropriate procedure, and notify an officer immediately.
- No user of The Gizmo Dojo may use powered equipment while under the influence of, or while consuming, drugs or alcohol.
- Failing to follow appropriate protocols as outlined in the The Gizmo Dojo equipment operation and safety workshops will result in a violation of this agreement.
- Always work in a proper area for your task.
 - An open flame may only be used outside or in designated areas.
 - Aerosols must only be used in well ventilated areas.
 - Welding must be done in a flash safe, fire safe environment.
 - Automotive work must be done in designated automotive areas.

The Gizmo Dojo Workspace Etiquette

In order to promote a safer, low distraction environment, The Gizmo Dojo users are expected to:

- Keep unnecessary conversation to a minimum in active workspace areas.
- Avoid unnecessary loitering in an active manufacturing workspace.
- Avoid leaning on the equipment
- Don't use more space than you need.
- Keep a clean and organized work environment.
- Immediately report any damage to tools, machines, vises, etc.

Workspace Cleanliness Expectations

- All flammable liquids must be stored in the flammables cabinet or outside away from possible ignition sources.
- Materials will be stored in such a way that they cannot become tripping hazards.
- All excess material must be immediately returned to its proper storage location.
- Tools must always be put away when not in use.
- Oily rags need to be disposed of in specialized container.
- Do not mix aluminum and steel shavings in trash. Dispose of shavings and floor sweepings in special containers only.
- Keep doors to woodshop and machine shop closed.
- Spillage of oil or chemicals anywhere at The Gizmo Dojo must be addressed immediately and comprehensively. Failure to report or completely address the issues, including

but not limited to enzyme cleaning, will result in suspension of shop privileges. The use of drop cloths is mandatory where potential spills exist.

Emergency Procedure

- In case of Fire:
 - Use fire extinguisher to put out fire if safe to do so.
 - If fire cannot be safely extinguished, evacuate the space.
 - Call 911 once you have reached safety.
- In case of emergencies with any powered machine:
 - Hit the emergency stop button.
 - Call 911 immediately.
- In case of all other emergencies, call 911 immediately!

Failure to follow these rules and expectations may be subject to disciplinary action at the discretion of The Gizmo Dojo Board.

Membership: Memberships at The Gizmo Dojo grant access to our facilities.

Membership Type (check appropriate box and include with your membership payment):

- Starving Maker (over 18) - full access to facilities (\$25 / month).
Under 18, guardian accompaniment required
- Individual Membership - full access to the facilities (\$50 / month).
- Family Membership - full access to the facilities (\$80 / month).

Space Licenses: Space is provided to members as a license for a fee. It is not a lease. All prices are month-to-month only. Includes all reasonable utilities (heat, electricity, trash) and internet access. Payments for space licensing are due the first day of the month. A late fee of \$20 per day will be due for each day after the fourth that payment is not submitted.

Dedicated Storage Space - Dedicated shelf space on one of our racks at a cost of \$10.00 per month. Larger items may be stored at the discretion of the Board. Allocation and availability determination made by The Gizmo Dojo management. Available on a first come first served basis. Space is limited. First and last month's fee required in advance.

Note: Either party may cancel this license with 30 days notice. In the event of non-payment for licensed space, The Gizmo Dojo reserves the right to clear out unpaid for space and dispose of any contents of said space as it sees fit. "Unpaid for space" is defined as 30 days past due.

Monthly Dues: \$ _____ + Monthly Space Licensing Fees: \$ _____ = Total Monthly Cost: \$ _____

Payments can be made via check, or PayPal.

Automatically recurring Paypal payments are The Gizmo Dojo's preferred payment method and are available at www.TheGizmoDojo.com

Member understands and agrees to all stated terms and conditions in this document.

Member Name*:

Company (if applicable):

Mailing Address*:

City/Town*:

State*:

ZIP Code*:

Email Address*:

Phone Number*:

Emergency Contact*:

Relation:

Phone Number*:

Email Address:

Member Signature*

Date: _____

Over 18? [] Yes [] No (Guardian required)

Guardian Signature (required if under 18)

Date: _____

The Gizmo Dojo Signature*

Date: _____

*required