**New members protocol**

Some members have asked for guidance about what to say to new or prospective members. Here is a brief guide.

Many people approach us via Google group or Meetup, some just arrive at the door on a Monday evening but mostly, we know they are coming.

At the space whoever is nearest/free should greet them, ask their name and offer a tour of the space (or ask someone else to do it if you are busy). Show them all areas – it doesn’t matter which order.

**Kitchen:** we share the kitchen, use whatever is in the cupboards unless it is marked with Do Not Use and/or someone’s name. Show them cleaning materials!

**Office/shop:** show them the fridge and our snack supplies, the IZettle and Donation tin. Also is where First Aid kit is kept (and point out that it is one of the rooms on its way to being sorted)

**Toilets:** Male and female and the most glam of any hackspace (probably)

**Main space:** where all the action happens. Show them 3D printers, electronics station, vinyl cutter, and also mention that people are working on their own projects, wifi – this is a good time to introduce them to other members.

Next stop **3D printer Room** D7 Resin printer and filament printers, for teaching and individual work

**Member storage**: where general things are stored plus member boxes

**Laser room:** Where lasercutter and CNC router are. Other activities possible like resin casting

**Workshop:** space for any woodwork or metalwork or activities likely to create dust or shavings

**Entrances:**   
Front door – ring bell. If you have a key, it is your responsibility to make sure it is locked before you leave – mention door bot

Back door, not encouraged to use, but emergency exit. needs keys and then keypad entry code.

Once you have shown them round (or while you are), ask them what they are interested in, invite them to talk to other members and make themselves at home. Most people are interested in the 3D printers and lasercutter.

**Parking:**

Parking is a bit of an issue so we encourage people to walk or cycle. Parking procedures will be explained when they join

**The process for joining**

If they seem as though they might join, give them a leaflet and refer them to the website where there is a form to fill in. On the website they will be asked to read the ‘Hackspace Rules of Engagement’ which lays out what is expected. Explain that we are keen for people to join as members paying monthly (as opposed to session by session) so that we get longterm sustainability

**Slack**

Once they have joined they will be invited to our Slack team. Explain about how Slack works eg channels and direct messages and that it is private and ringfenced to members. It is the best way to get to know members and to see what is going on project-wise

Also we are developing our processes and facilities all the time. Slack is a good way to keep up with changes

**Leaving checklist**:

No alarms to set but **security shutters to pull down**

**Make sure all lights** are off including kitchen and workshop

**Front door is locked** especially if you are leaving via the back

All **equipment is switched off** and preferably unplugged

All **portable heaters** are off and unplugged

All **storage heaters** are switched off except one by laser cutter during winter

Timer in office is off

All doors are shut

No-one is left in the Hackspace

At night, lock the back gate padlock – The code is 2028