

# Welcome to MakeICT

## New Member Quick Reference

### Get Connected

Website	<a href="http://MakeICT.org">MakeICT.org</a>
Wiki	<a href="http://wiki.MakeICT.org">wiki.MakeICT.org</a>
Forum	<a href="http://talk.MakeICT.org">talk.MakeICT.org</a>
Calendar	<a href="http://MakeICT.org/calendar">MakeICT.org/calendar</a>
Treasurer (dues help)	<a href="mailto:treasurer@makeict.org">treasurer@makeict.org</a>

### Paying Dues

- PayPal (online)
- Blue Dropbox at the front desk (cash/check)
- Questions? Email [treasurer@makeict.org](mailto:treasurer@makeict.org)

### Area Access & Tools

- Meet the Area Lead for each area you want to use
- Complete required safety classes
- Get authorized before operating equipment
- Keep areas clean — leave it better than you found it
- Reference the Wiki for policies and instructions

### If Something Breaks

- Report to the Area Lead
- Post on the forum ([talk.MakeICT.org](http://talk.MakeICT.org))
- Fill out an incident form at the front desk
- Use lockout/tagout procedures if necessary
- Don't hide it — we fix things together!

### Core Principles

- Be excellent to each other
- No illegal activity
- Share tools, space, knowledge & responsibilities
- Clean the workspace and put away tools & supplies after use
- Get trained on tools before using them
- Make safely — do not be on fire!

### Locking Up

1. Check all doors and windows
2. Ensure the building is empty before leaving
3. Arm the security system on your way out

### Guest Policy

- Maximum 3 guests per member
- Guests must stay with you at all times (except restroom)  
Guests need a signed waiver and a name badge. (*Waiver is signed once; Check-in at front desk PC for name badge every visit*)
- Guests cannot use tools without proper training

### Parking

- North gravel lot
- East street parking on Drollinger
- NW corner of Cessna East Park
- Do NOT block the dumpster
- Lock your vehicle and hide valuables
- No tailgating — do not hold the door for strangers

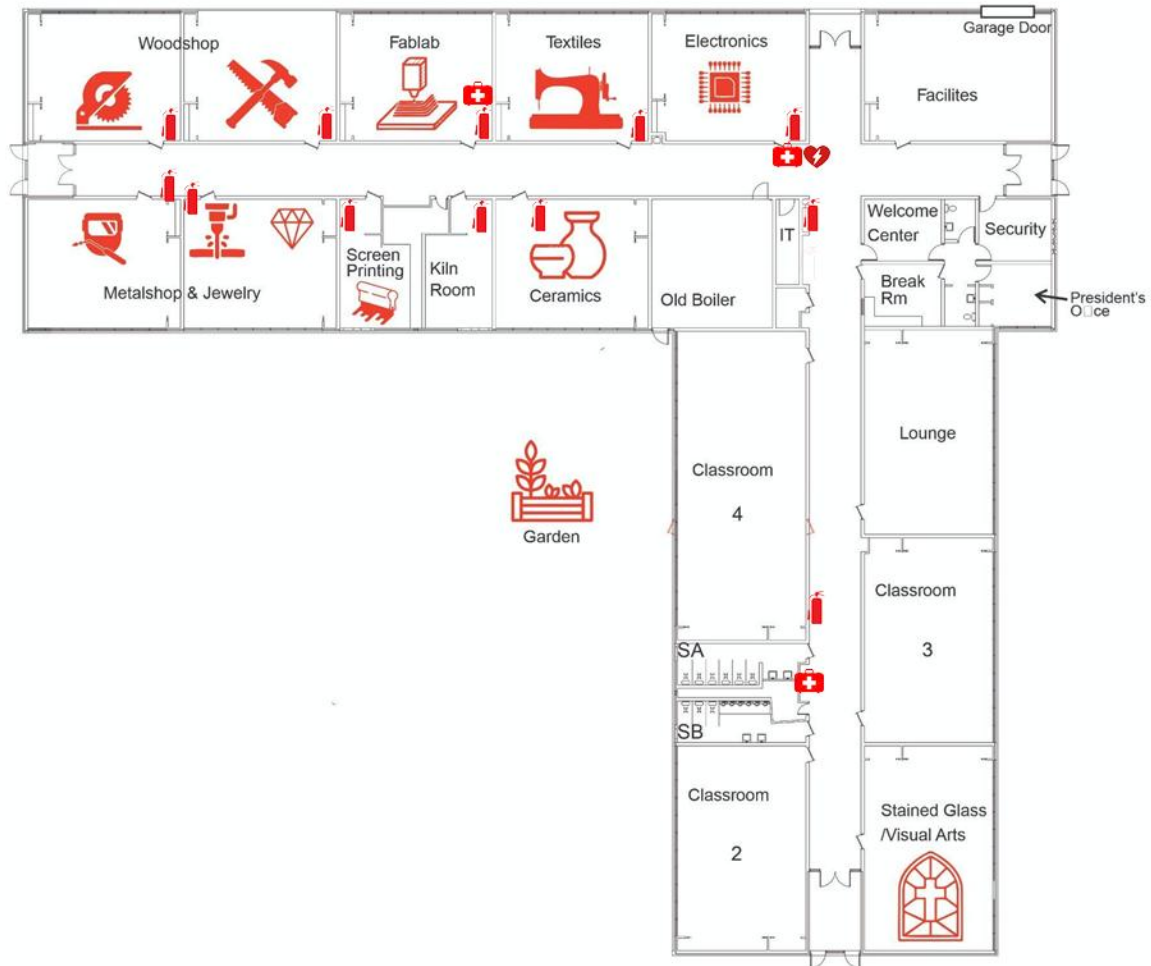
***You're part of the maker family now. Have fun, make something amazing, and ask for help anytime!***

## Stay Involved

Member Meetings	March, June, September & December
Board Meeting	Every 3rd Thursday — all members welcome
Brunch with the Board	Saturday before each board meeting
Annual Meeting	Every June — vote, meet makers, celebrate!

*All events will be listed on the calendar: [MakeICT.org/calendar](http://MakeICT.org/calendar)*

## Makerspace Layout



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