MACCLAB
A COMMUNITY MAKERSPACE

Member Handbook
**Membership**

Not restricted to students, this is a truly cooperative space open to all makers, creators, entrepreneurs, and doers in the community. We offer monthly and annual memberships with rates for MACC employees and students. MACCLab membership is limited to individuals 16 and older; members 16 and 17 must have a signed parent or guardian consent form. Individuals 13 to 15 years old can gain membership as long as a parent or guardian is a member and here with them supervising them at all times. One parent or guardian member must be present with every 13 to 15-year-old child. An exception may be made for a class.

Individuals 11 and 12 years old may take certain classes, as a non-member, if their parent or guardian is also enrolled in said class, though they will be unable to return to use this equipment outside of class until the age of 13. Classes available to those 11 and 12 years old are limited to 3D Printing, Laser Cutting, Vinyl Cutting, and Heat Transfer.

Membership to MACCLab Makerspace gives an individual access to equipment they have trained in, reduced rates for classes, and access to computers, an ideation space, and kitchen area.

**Becoming a Member**

To become a member, individuals must go through the orientation and safety class to understand how to safely use the makerspace as a whole along with the policies and procedure of membership. They must then complete an application for membership, sign and submit the liability waiver and terms of use, and submit the monthly or annual membership fee. Membership fee is due to initiate membership and is paid yearly or monthly as a recurring payment.

If an individual has successfully completed the MACCLab Orientation and the access class for the equipment they hope to use, but are not ready to commit to monthly membership, access to the space and equipment is also possible with a day pass. Day passes do not qualify the individual to member class rates or locker rental privileges.

**Membership Cancellation**

If someone wishes to cancel their membership they must alert maggieh@macc.edu to cancel the recurring payment. Refunds will not be issued for any monthly membership payments after they have been processed. After cancellation, membership will cease as of the day prior to renewal (e.g. membership began on August 31\(^{st}\), next payment is September 30\(^{th}\), member may use space through day’s end on September 29\(^{th}\)). Cancellation of an annual membership mid-year may entitle the member to a partial refund. When refunding a portion of the year, the months used will be counted at the monthly rate instead of the reduced annual rate and membership will cease as of the day prior to that member’s month’s end (e.g. membership began on August 31\(^{st}\), member signs membership cancellation agreement on January 7\(^{th}\), 5 months will be
counted at monthly rate, remaining will be issued as a refund, membership will cease at days end on January 30th).
Members whose membership is revoked due to unsafe practices, WILL NOT RECEIVE ANY REFUND OR REIMBURSEMENT of prepaid membership fees and their membership will cease the day the cancellation order is issued.

Training

MACCLab Orientation

All individuals who desire to use the makerspace must go through the orientation and safety class. This free 30-minute class gives an overview on how to safely use the makerspace as a whole along with the policies and procedures of membership. The rules for use of the computers, cutting table, ideation space and kitchen are included in this class. Successful completion of this class and signing the liability waiver will allow an individual the opportunity to apply for membership.

Authorization to use equipment is dependent on the successful completion of the access class for that machine. Equipment is divided into beginner, intermediate, and expert. At the end of the class the instructor will give those students whom have operated the machine safely and appropriately, according to the SOPs, a sticker showing they are now approved to reserve and use that specific piece of equipment. Those who believe they are proficient in an area can opt for a private proficiency test with a qualified instructor to receive authorization. At any time if the individual is found to be using the machine unsafely, authorization may be revoked and require the member to retake the class to be recertified.

Payment for class is made when signing up. If you are unable to attend please alert us ASAP so that we can fill the spot. No shows or cancellations with less than 24 hours notice will forfeit $20 of their class fee.

Beginner

Beginner equipment does not require a training class and all rules for these spaces will be covered in the orientation. These areas include the computer hub, cutting table, ideation space, and kitchen area.

Intermediate

Intermediate equipment requires 1 training class on safe and proper use. These may range from 1 hour to 3 hours. There will be group classes at least once a month. Private classes may be available by appointment depending on the availability and willingness of the instructor. Classes do have a class fee, but members receive reduced fees compared to non-members.
Wood shop access requires the successful completion of Intro to Woodworking, a 3-hour course introducing the equipment, safety protocols, and uses.

Metal shop access requires the successful completion of Basic Metal Works, a 2-hour course introducing the equipment, safety protocols, and uses. This is the only class needed for use of the vertical band saw, drill press, grinder, shears, brake and vise. For access to the milling machines and lathe additional expert-level classes are required.

Use of 3D printers requires the successful completion of Intro to 3D printing, a 2-hour access class introducing the basics of 3D printing as well as the safety protocols and uses. This is the only class needed for use of Ultimaker; additional expert-level classes are needed for the Form 3 and Stratasys printers.

Sewing machines operation requires the successful completion of Basics of Industrial Sewing, a 3-hour access class to introduce the home sewing, industrial, and serger machines. The final product of this class will be a totebag. Individuals can reach out to makerspace staff to learn how to change serger thread, wind a bobbin on the industrial machine, or change industrial feet. These may not be covered in the class.

Heat Press operation requires the successful completion of Intro to Heat Transfers, a 2-hour access class introducing the heat transfer software and printer along with the heat press uses and safety protocols. The final project for this class will allow students to use the mug press and print on hard surface paper through the creation of a MACC Maker mug.

Vinyl cutter operation requires the successful completion of Intro to Vinyl, a 2-hour access class introducing the GCC vinyl cutters and the Cricut Maker machine as well as safety protocols, and uses.

Laser cutter operation requires the successful completion of Intro to Laser Cutting, a 2-hour access class introducing the Universal Systems Laser Cutters as well as safety protocols, and uses. Expert-level training in Coreldraw will be available at a later date.

CNC operation requires the successful completion of Intro to CNC Routers, a 2-hour access class introducing the CNC routers as well as safety protocols, and uses. Additional training in V-Carve and Coreldraw will be available at a later date.

Use of framing tools requires the successful completion of Intro to Framing, a 2-hour access class introducing the miter chopper, underpinner, and mat cutting tools as well as safety protocols, and uses.

Use of the long arm quilter requires the successful completion of Intro to Longarm Quilting, a 2-hour access class introducing the HandiQuilter Simply Sixteen as well as safety protocols, and uses.
Use of the embroidery machine requires the successful completion of Intro to Machine Embroidery, a 2-hour access class introducing the Melco Bravo embroidery machine as well as safety protocols, and uses.

Use of the electronics stations requires the successful completion of Intro to Electronics, a 2-hour access class introducing the electronics station as well as safety protocols, and uses. An additional expert-level class is needed for access to the PCB Mill.

**Expert**

Expert equipment requires an additional training course beyond the pre-requisite intermediate course.

- Use of the Stratasys requires the successful completion of Stratasys 3D Printing, a 1-hour access class introducing the Stratasys printer as well as the safety protocols and uses. The pre-requisite for this class is successful completion of Intro to 3D Printing.

- Use of the Form 3 resin printer requires the successful completion of Form 3 Resin Printing, a 2-hour access class introducing the Form 3 resin printer as well as the safety protocols and uses. The pre-requisite for this class is successful completion of Intro to 3D Printing.

- Use of the metal lathe and bench milling machine requires the successful completion of the Metal Forming, a 2-hour access class introducing the metal lathe and bench milling machine, safety protocols, and uses. The pre-requisite for this class is successful completion of Basic Metal Works.

- Use of the CNC Mill require the successful completion of CNC Milling, a 1-hour access class introducing the CNC Mill and software as well as safety protocols, and uses. The pre-requisite for this class is successful completion of Metal Forming. Additional training in AutoCAD will be available at a later date.

- Use of the PCB mill requires the successful completion of PCB Milling Machine, a 1-hour access class introducing the PCB Mill as well as safety protocols, and uses. The pre-requisite for this course is Intro to Electronics.

**Special Classes**

If a member desires to teach or host a class that is not currently offered contact the Makerspace Director. We value every opportunity to allow members to share their knowledge, passion, and experience with the community.

**Check in and Check out**
All members will be required to check in when they arrive. This allows the front desk to confirm they have arrived for their equipment reservation as well as confirm their membership status. If member completes project before the end of the appointment, check in with the front desk to update equipment status to available. Upon leaving members must do a self check to make sure all 3D prints are paid for and no makerspace tools are in their bags. If we find shrinkage becomes a problem we may have to implement bag check procedures.

**Reservations**

Reservations are required for all spaces and equipment. If a member does not show or alert us to a late arrival a 10 minute grace period is given before reservation is cancelled. A late arrival does not extend the reservation slot.

Prior reservations receive preference, but walk-in reservations are accepted if the machine is available and the schedule allows.

Members may only reserve one machine at a time unless there is a need for a multi-step process (e.g. a member may reserve a vinyl cutter and a heat press at the same time).

**Allowed time of reservation**

With the exception of 3D printer overnight reservations, reservations are limited to 4 hours per machine per day. Time may be extended if no one is waiting. Reservation extensions must be officially requested at the sign in desk, are schedule permitting, and may only be granted day of, through the Makerspace Director.

**3D printers**

Individual reservation of up to 4 hrs during the day. Daytime prints longer than 4 hours are schedule permitting. Overnight prints must be approved by, and scheduled through, the Makerspace Director. Do not stop another person’s print midway to start your own. Only use one printer at a time unless granted permission.

**Computers**

Scheduled by the hour, time may be extended if no one is waiting.

**Laser Cutters & CNCs**

Scheduled by the hour, time may be extended if no one is waiting. *Member must be present for entire time of operation.*

**Vinyl Cutters**

Scheduled in increments of 30 minutes, time may be extended if no one is waiting. Reservation of a vinyl cutter includes a reservation for the CAD station computer connected to that cutter.

**CMYW Heat Transfer Printer**
Scheduled in increments of 30 minutes. Reservation of the printer includes a reservation for the CAD station computer.

**Heat Press**
Scheduled in increments of 30 minutes, time may be extended if no one is waiting. The reservation for a heat press must be made separately from the printer, vinyl cutter, or embroidery machine and is specific to either the Insta Heat Press or Multifunction Heat Press.

**Fabric cutting and ironing tables**
This table and ironing board do not require a reservation, but are used on a first come, first served basis.

**Singer Heavy Duty**
Scheduled by the hour, time may be extended if no one is waiting.

**Industrial Sewing Machines**
Scheduled by the hour, time may be extended if no one is waiting.

**Embroidery Machine**
Scheduled by the hour, time may be extended if no one is waiting. Member must be present for entire time of operation.

**Longarm Quilter**
Scheduled by the hour, time may be extended if no one is waiting.

**Wood Shop**
Appointments for full shop scheduled by the hour. There are no specific reservations of individual machines but a limit to how many individuals can work within the room at a time.

**Metal Shop**
Appointments for basic metal shop scheduled by the hour. This reservation is specific to the shears, brake, bandsaw, vise, grinder, sander, and drill press. Machine specific reservations are needed for the bench milling machine, metal lathe, and CNC mill; also scheduled by the hour.

**Lockers and Locks**
Lockers are limited and available for rent on a first come, first serve basis. Each member may rent a maximum of 1 locker and 1 cage. When initiating a locker rental, the member will pay the 1st month’s rental fee and will be issued a numbered locker and will receive the lock and the lock combination. If a locker of a certain size in unavailable, a member can place themselves on a waitlist and will be notified when one is available, at that time their rental fee will transition to that of the new locker. If transitioning to a new locker mid-month, the fee for the remainder of
that month will remain unchanged, and the new fee will begin at the start of the following month.

Storage of personal property within the MACCLab is at your own risk. MACCLab is not responsible for any damage to personal property contained within the locker. Though the equipment, tools, and materials within the locker are the property of the member, the lockers and locks are the property of MACCLab and MACC. MACCLab staff has the right to open the locker if deemed necessary.

Member WILL NOT use any lock other than the one that is issued to them. If any other locks are found on lockers they will be cut off. If an issued lock is found on a locker other than the one it was issued for, it will be removed along with any contents. Any contents found in a locker other than the specific locker rented by the member will be removed. Lost or broken locks incur a fee of $10 for replacement.

**Material Processes**

Use of all equipment is included within the cost of membership, though safety policies require the member to receive authorization before reserving machines for use.

*The following consumables are included in membership:*  
- Basic thread and needles for the serger, though an individual can bring their own if desired.
- Thread and needles for the embroidery machine; special threads or can be ordered at member request and fee will be assessed at that time. If needing a large amount of a color please reach out to the Makerspace Director.
- Solder and liquid tin for the electronics station.

*The following consumables are for use with a fee:*  
- 3D prints are weighed after completion and assessed a fee by the gram.

*Some consumables are available for purchase:*  
- Most textile supplies will be brought in by the member, but needles, bobbins, and stabilizer, will be purchased at the sign in desk.
- Members may bring in their own vinyl, but may also purchase black and white at the sign in desk.
- Papers for the heat transfer printer may be purchased, by the sheet, at the sign in desk. If an individual brings in their own paper it must be specifically labeled for use with a white toner laser printer.

- Blank single sided and double-sided printed circuit boards are available for purchase.

**Laser cutter materials**

Laser cutters have lists of what can and cannot be used within them. Materials for laser cutter will be checked as the member enters to confirm they are approved for use.

**Wood**

Members will bring in their own wood to use in the wood shop and the CNCs, but no pressure treated/chemically treated wood should be used. If using tree limbs, they must be completely dry.

Though some materials may be used in the wood shop as a whole, there is a list of materials that may not be used on the SawStop table saw. Make sure to check this list before using the equipment to avoid setting off the brake.

We do not recommend doing any finishing within the woodshop due to a lack of sawdust free surfaces, but if a member is doing any finishing only water-based stain is allowed.

**Consumable Ordering**

All orders for consumables available with membership, for purchase, or within class kits, will be placed by the Makerspace Director. If a member desires use of a material the MACCLab does not currently supply or have for sale, they may reach out to the Makerspace Director. Depending on the specificity of the product, amount the member desires to use, and overall needs of the space, the Director will determine whether the material can be purchased by MACCLab for overall member use, if the material can be supplied to the member for a fee, or if the member must acquire the material on their own.

**Payments**

MACCLab is unable to accept cash payments within the space. For cash payments for materials, memberships, or class fees individuals will need to go to the Business Office. The Business Office will give a receipt for payment. Bring that receipt to the MACCLab to complete the purchase.

There is a $1.00 minimum for credit and debit card purchases.

**Member Tools**
If a member brings personal tools or equipment to use with a project they must show them to the Makerspace employee at check-in for approval. All tools must be well labeled with the owner’s name and secured in a locker or cage when not in use. Members are not to use the tools of another member without the permission of that member. MACCLab assumes no liability for lost or damaged tools or for injuries that occur from the use of tools not owned by MACCLab and MACC.

**Food and Drink**

Food and drinks are only allowed in the kitchenette area. No food or drinks is to be at ANY other table or piece of equipment.

**Safety Guidelines**

**General Safety**

- **NO ONE** is permitted to work in the makerspace without the supervision of a MACCLab employee.
- Safety procedures and SOPs for each machine are printed and placed near the machine.
- All persons are required to supply and use the appropriate personal protective equipment for the machines they are using. Some goggles and ear protection will be available for use if an individual forgets their own, but we DO NOT have enough for everyone.
- Members in an affected work area should be made aware of safety issues as they arise (e.g. requesting someone nearby put on safety equipment or temporarily relocate).
- Members must not allow unsafe practices by other members – it is your responsibility to speak up for the overall safety of the lab.
- Clean up after yourself and do not leave an unsafe environment for others (e.g. liquids, unsecured equipment leaning, unstable objects)
- Do not leave equipment operating unattended (3D printer is the exception).
- All tools must remain in the Makerspace at all times and may NOT be removed from the space. At no point will tools be allowed outside of the lab and its adjacent supporting areas.
- Know where the fire extinguishers are and how to use them.
- Never work impaired, whether from drugs or alcohol or lack of sleep. Always be fully alert when operating machinery
- Do not work in the lab if you are in a hurry, rushing can ruin the work and risk injury.

**Personal Safety**

If an individual has a condition that would make it unsafe to operate heavy or hazardous equipment we must be notified and use of said equipment must be suspended. We do not assume responsibility for any harm that may come as a result of use when directed not to do so by a medical professional.
**Allergies**

Though proper ventilation has been installed it is the responsibility of each member to make staff aware of any allergies that must be taken into consideration each time you enter. If you are sensitive to latex or dust please alert us and be aware of your surroundings and the requirements to use desired equipment. We will do our best to make accommodations when possible.

**Personal Appearance**

- Dress for the equipment you plan to use.
- Put on safety glasses before you enter the wood, metal, or CNC shop or when using caustic materials in the main lab.
- Do not wear loose fitting clothing that may get caught in a machine.
- Clip your membership badge to you when operating machines in a place that is least hazardous for operation and visible to makerspace staff (e.g., Consider clipping to back waist when operating woodshop equipment)
- Remove all jewelry and accessories so nothing is dangling off your body that could get caught
- Wear closed toe shoes at all times when in the makerspace.
- Tie up long hair
- Wear ear protection when necessary.
- Only use work gloves when instructed to do so.
- All coats will be hung on the coat rack using the hangers provided or stored within a member’s locker. No coats or personal belongings are to be piled in corners, set on work surfaces, or draped across chairs. Bags or personal belongings must be tucked under tables, out of the flow of traffic. These can easily become tripping hazards to other members.

**Safe Use Policy**

No person is to operate equipment they have not received authorization to use.

Using equipment without authorization will result in suspension or cancellation of membership.

If a member has been authorized to use a piece of equipment and are found to be using it unsafely, the procedure is as follows:

- Warning and given quick reminder course on proper use.
- 2nd infraction – sticker of authorization is taken away and course for that equipment must be repeated to receive new authorization.
- If unsafe use is seen a third time, or member uses equipment after sticker is taken away, but before passing reauthorization, this will result in cancellation of membership.
If a minor member is found using equipment unsafely the same consequence applies to both the minor and the parent/guardian member.

Emergency Procedures

Emergency maps are located near the entrance of every room.

Fire

There are 3 fire extinguishers within the space. One within the wood shop, 1 within the main lab in the corner nearest the Metal shop and 1 in the CNC lab. These are inspected yearly.

In the case of fire that is not easily extinguished
1. Press the fire alert on the keypad near the door.
2. Close all doors, but do not lock.
3. Call 911 to alert them to the specific details and location of the fire.
4. Evacuate the building.
5. Inform college administration of the situation.

Tornado

In case of a tornado
1. Remain inside the building
2. Move to main lab of makerspace.
3. Close the doors to the woodshop, CNC, and Metal shop.
4. Position yourself along the back wall near the electronics and textiles.

Placement and use of First Aid kit

The first aid kit is mounted on the wall outside of the metal shop, next to the fire extinguisher. This kit is ANSI and OSHA compliant and sized for 75 to 100 persons. Access to first aid kit should be done by lab supervisor, unless timing of injury does not allow it.

There is one eyewash station within the makerspace. It is located on the sink near the 3D printers. If necessary follow the written directions, or what was discussed in MACClab orientation, to properly operate it.

Incident reporting

All accidents occurring within the makerspace require an incident report to be completed by the makerspace staff. In most cases a security report form must also be completed.

Injury causing accidents – In the event of an injury causing accident, a member must notify a makerspace employee immediately. Makerspace employees can provide members with the
necessary first aid supplies for minor cuts, burns, or abrasions. If injury is determined to be beyond that of an ANSI first aid kit, emergency services will be contacted.

Non-injury causing accidents – in the event of accidents resulting in machine damage but no injury, damage will be assessed by the makerspace technician or director. A meeting is required between the member and the coordinator before lab access may resume. If the member is consistently operating in a way that is damaging to the equipment, authorization will be revoked and the member must retake and pass the access course to regain authorization.

Material Safety Data Sheets

MSDSs are located within the filing cabinet of the welcome desk and are available to members upon request.

Guest Policy

Makerspace members may have a guest accompany them while working in the makerspace but must adhere to the following restrictions:

- A member may have 1 guest accompany them at a time, provided the capacity of the room reserved will allow it (i.e. if 5 members have reserved the woodshop, no guests will be permitted within the shop).
- Members under the age of 18 are not allowed guests other than a parent or guardian.
- Guests must be a minimum of 11 years old, and any guest under the age of 16 must be dependent of the member they are with.
- Members must check in their guest at arrival.
- The guest and the member they are accompanying must sign a Guest Liability Waiver.
- Guests are the responsibility of the member they are accompanying. Members must remain with their guest at all times. Guests are not to wander within the space. If found doing so, the guest will be asked to return to their member or leave the space.
- Guests are not allowed to operate ANY equipment within the MACCLab, their presence is allowed for observation only.
- It is the responsibility of the member to make sure their guest adheres to all policies and procedures of the MACCLab. If a guest is found operating outside of policy and/or unsafely the guest may be removed from the space and the member’s authorization and/or membership may be suspended or revoked.

Weapons and Firearms Policy

MACC’s official Firearms Policy L.117 states:
For legal and safety reasons, the use or possession of firearms, pistols, rifles, pellet guns, tasers, ammunition, fireworks or explosives is prohibited in any higher education facility. The prohibition does not apply to law enforcement officials or others authorized by law and the College President to carry firearms. The College President will report all such authorizations to the Board of Trustees. Possession of a firearm in a vehicle on the premises of any higher education institution shall not be a criminal offense so long as the firearm is not removed from the vehicle or brandished while the vehicle is on the premises.

According to Title 18 Section 930 of the US Code a dangerous weapon is:

“a weapon, device, instrument, material, or substance, animate or inanimate, that is used for or readily capable of, causing death or serious bodily injury, except that such term does not include a pocket knife with a blade of less than 2 ½” in length.”

Due to school policy and overall safety concerns for those within the makerspace and the community, no dangerous weapons (as defined by US Code), weapon pieces or weapon accessories of any kind are to be produced or altered within the makerspace. This includes but is not limited to 3D printing, milling, engraving, casting, or sharpening. Production or alteration of any model weapons, though not inherently dangerous, that could conceivably be mistaken for a weapon in shape and/or scale are also prohibited. Model weapons of any kind must be approved by the Makerspace Director prior to production.

**Drug and Alcohol Policy**

It is the intent and obligation of Moberly Area Community College to provide a drug- and alcohol-free, healthful, safe, and secure environment in compliance with the Drug-Free Workplace Act and the Drug-Free School and Communities Act. Individuals must never use MACCLab equipment while impaired, whether from drugs, alcohol or lack of sleep. If a member appears impaired, the Makerspace Director will be notified, and the member will be asked to cease equipment operation and leave the space.

In accordance with the policy on the use of alcohol and other drugs, members may not be in possession of drug paraphernalia. Therefore, no drug paraphernalia may be produced or altered within the makerspace.

**Intellectual Property**

MACCLab Makerspace is intended as a space for collaboration and innovation. Use of the makerspace does not create any intellectual property obligations for the user; in other words, Moberly Area Community College makes no intellectual property claims towards objects or ideas created within the makerspace. However, projects created within the makerspace cannot infringe upon existing intellectual property obligations.
No products containing licensed, trademarked, copyrighted, or patented material is to be produced within the makerspace without the appropriate, demonstrable, right to do so. Creative commons licenses are acceptable for single items created for personal use. Mass production and/or sale of creative commons items is not allowed unless explicitly stated within the conditions specified by the author or creator of the work.

With the expressed permission of Moberly Area Community College, the MACCLab logo may be used to create branded products, but only within the confines of MACCLab access classes. The MACC or MACCLab logos may not be modified or altered in any way and the appearance of the logo must remain consistent and proportional at all times.

If a member is found to be producing or altering any licensed, registered, trademarked, copyrighted, or patented content in violation of said intellectual property rights the project or product will be forfeited to the MACCLab and destroyed without any compensation or restitution for losses this may cause.

**Internet Acceptable Use Policy**

The computers within the MACCLab have been placed here for specific purposes. Each computer has specific software installed for the needs of that space and the devices it is connected to. These computers are not to be used for any other actions. Though they must be connected to the internet and school network for operation, members must not use them for internet searches or social media. The only exception to this is the 4 computers at the CAD Station may be used for internet searches specifically related to member projects.

MACCLab encourages the use of information technology resources to support the college mission and that of the makerspace. Computing resources are available to all members. Access to and use of MACC computing resources will accord with all MACC policies and local, state, federal, and international laws. Use of computing resources is a privilege. In order to maintain this privilege, users agree to comply with the following provisions:

1. Exhibit responsible behavior consistent with MACC’s mission and any applicable codes of conduct.
2. Follow all applicable policies regarding account security, social media, data governance, and any related training.
3. Respect the privacy, confidentiality, and personal rights of others.
4. Respect the intellectual property rights of creators, owners, contributors, and publishers.
5. Protect assigned computing resources from unauthorized use.
6. Immediately notify Computer Services of suspected unauthorized use or if account credentials have been/or are potentially compromised.
7. Adhere to the terms of software licenses and other contractual agreements.
8. Comply with all applicable MACC policies, laws and regulations.

Unacceptable uses include but are not limited to:
■ Visiting sites that contain obscene, hateful, pornographic, or otherwise illegal behavior.
■ Downloading software for which we do not have a license.
■ Hacking into unauthorized areas.
■ Introducing any form of malicious software into the network.
■ Using the computers for any use other than those for which they have been assigned.
# Membership Application

*Please Print Legibly*

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I agree that the membership fee will be processed as a recurring payment on the ________ of each ________.

I acknowledge and agree that:
- The information provided is true and correct.
- I have read the membership handbook and agree to abide by the guidelines and policies within.
- MACCLab may send e-mails to the e-mail address noted above.

_________________________  ______________________
Signature of Member        Date

_________________________
Printed Name of Member