



**Member
Handbook**

October 2019

To our newest member,

Welcome to HATCH Workshop - Center for Emerging Makers! We are excited to have you as one of the first public members of our workshop!

In this first round of memberships, we hope you feel comfortable expressing anything else you may need in our space, any issues you experience, and feedback on what you believe will improve our workflow and environment.

As a community of artists and makers, we believe that a good creative team beats the lone genius every single time. Please vocalize any ways we can improve your experience here and we will do our best to make that happen.

We want to sincerely welcome you to our community, and we look forward to seeing you around!

All our best,
The HATCH Team

What does “soft opening” mean?

We will be upgrading the power of the building to 400 amps, adding high power drops and extensive electrical. The timeline for power upgrade being partially out of our control (based on PG&E’s availability) we have chosen to launch memberships and private studios so skilled community members can get involved and start making! Once the power is upgraded and built out, we will hold a Grand Opening and open our space to more general memberships. Meanwhile, we ask that you read and understand the following points.

1. **Reduced rate for membership**

- a. Membership will cost \$75/month until Grand Opening, when it will go to \$125/month.

2. **Shared power**

- a. We only have 100A for every shop to share-- be mindful of who else is using heavy power, communicate and coordinate if you have to.
- b. Know what the power needs are of any tool you are using, ask a Hatch team member if you’re unsure.

3. **Limited monitors**

- a. During the soft opening, the number of shop monitors and team members at any one time may be limited. Based on this, we ask that soft opening members be experienced in whatever process they hope to use.
- b. If you don’t feel comfortable with a machine or process, STOP RIGHT AWAY!

4. **Hours may vary**

- a. We expect to be in the shop and open during posted hours (M-F 9-6 & weekends by appointment), but may not always be. We will do our best to update via email, call ahead if you’re unsure.

5. **Rules are still being developed**

- a. We know there is more work to be done in the space, and more systems to build. We hope to find the next steps with our early members, collaborating in the development of a rule set for a public workshop.
- b. Communicate any questions, comments, or concerns freely with a staff member-- this space is for you, and we want it to be as comfortable as possible for everybody.

6. **Storefront/Gallery still to come**

- a. We will be building out and setting up the logistics for the storefront and gallery over the coming months-- we’re looking forward to displaying your work!

7. **Classes are on an individual basis**

- a. Until we launch a unified curriculum, there will be very limited classes. If you want to be trained on a particular machine or process, inquire with a Hatch team member.



Safety and respect is the foundational block upon which an open, accessible, and explorative space is built from. We ask our members to adhere to the following list of general rules, policies, and guidelines in order to maintain a safe and communally open environment at all times.

General Shop Safety Rules

1. Only use machines or tools you are trained/approved for.

In order to ensure member safety, HATCH has a certification process for the use of specialized machinery.

2. Only work while awake, alert, and aware.

Working while sleepy, exhausted, or distracted is extremely dangerous. Only work when you have full focus and capacity.

3. Never work alone.

Monitors must be present to work in any of the workshops.

- If you are handling power tools, work with a partner, under supervision, or in the close vicinity of others.
- Always ask for help if you need it.

4. Clean up after yourself.

After you are done working:

- Clean up your workspace!!!
Wipe down table surfaces, tools, and machines. Sweep/mop the floors, dispose of any garbage, and tidy up the space.

- Return all tools and materials to their respective locations

5. Wear appropriate clothing & safety gear for the activity.

- Safety eyewear is required in the workshop at all times
- Do not wear open-toed footwear
- Do not wear loose jewelry
- Do not have dangling hair
- Certain tools and machinery require additional safety gear.

6. No open drinks or food in the workshop.

- Absolutely no eating in the workshop
- To prevent spills, all drinks must be closed or sealed.
- Glassware (bottles, jars) are not allowed in work areas

7. No cross-contamination of materials, workspaces, or tools

Many tools, machines, and processes are material-sensitive. To prevent cross-contamination, please:

- Check with monitors or staff before using your own materials
- Do not use tools from a workshop you are not working in
- Absolutely NO SPRAYING of any kind indoors.

8. Do not wear headphones while using power tools or big machinery.

- Uninhibited hearing is vital to user safety in the shop. When operating machinery or tools, please refrain from listening to music with headphones.

9. Immediately report all injuries to shop team members.

10. No pets allowed in the shop.

Although HATCH *loves* animals, we cannot allow them in the shop. Free-roaming animals are a safety hazard to shop users and themselves.

11. Always be aware of the location of shop safety fixtures.

Note the location of exits, fire extinguishers and first aid kits before working in the shop.

Shop Behavior Rules & Etiquette

12. Smoking, drinking, drugs, and weapons are not permitted on the premises.

- This includes vaping and/or e-cigarettes.

13. Absolutely no violence.

- Engaging in violence will result in a ban from the space.

14. Do not fool around in the shop.

Horsing around the shop can result in serious injury or damage to machinery.

- Shop users will be given warnings or will be eventually asked to leave or suspended if the behavior continues.

15. Please use communal resources sparingly.

A plethora of resources are available for public use in the shop, however we ask members to utilize these resources intelligently and sparingly:

- Refrain from over-using the shop stock's complimentary consumables (e.g. sandpaper, finishes, glues, etc).
- If you have a project that requires a significant amount of consumables, please purchase/bring your own.
- Use compressed air sparingly.
- Space is a communal resource, please be mindful of your sprawl.
- If you are looking to purchase material through HATCH, speak to a team member.

16. Tools may not leave the shop premises.

17. Please report any broken tools or machinery to HATCH team members.

Even if you are the one who broke it, please inform HATCH of any damaged tools.

18. Respect the belongings and projects of other shop users.

Avoid moving, touching, or handling other user's projects without their explicit permission.

19. Please check in with a member of the HATCH team when you arrive each day. No using the machinery before you have done so!

FAQ - October 2019

1. How much does a membership cost? Private studio space?

During our soft opening we are offering memberships at \$75/month and \$225/month for a 10' x 12' private studio. Following our grand opening, memberships will be \$125/month and private studios will remain at \$225/month. Private studio holders will then receive a discounted membership of \$105/month.

We will also have a variety of storage options available for rent. Discuss with a member of our team if storage is something you are looking for and we can make accommodations.

2. What does a membership get me?

As a member, you have open access to our flexible use workspaces as well as machinery and equipment you have been cleared on. We have consumable goods such as screws, nails, and sandpaper at your disposal. Please review rules. Members will also have the opportunity to output work into our storefront and gallery, as well as business trainings.

3. Is there an annual plan?

Not today, though you can set up monthly automatic payments.

4. What do materials cost?

Talk to a HATCH team member, we offer a small range of materials in house, based on the workshop.

5. Is there storage available?

Limited storage space is available, talk with a member of the HATCH team and we can accommodate, or consider a private studio.

6. Does HATCH Workshop rent out space for events?

Absolutely! Email us at info@hatchworkshop.org.

7. Is membership included with studio rentals?

No, but a discount is provided for the duration of the studio rental period.

8. How can we donate and help out? What about volunteer hours?

We are always looking for donations of machinery, equipment, dollars, and time. If you are interested in donating or volunteering your time to our organization, please speak with a member of our team and we can assist you.

9. I have old materials, do you want them?

Probably-- contact a member of our team and we will let you know!

10. Do you have scrap material I can use?

We have a small area for shared materials, feel free to pick through it and see if there is anything you would like to use.

11. Can I bring my pet?

Unfortunately, no. Please review the rules

12. How do I get cleared on a machine/shop?

At this point, on a case by case basis. If you have extensive experience, clearance will be short and easy. If you are not super confident on each machine, a member of our team will walk you through a number of safety tests. If you are a member during our soft opening we trust that you are comfortable with what you're doing!.

Organization Hours and Contact Information

During our soft opening, our hours are Monday to Friday 9am to 6pm and Saturday and Sunday by appointment. Our team is usually here every weekend, we just ask for a heads up that you plan on coming to the shop so we can make sure someone is here.

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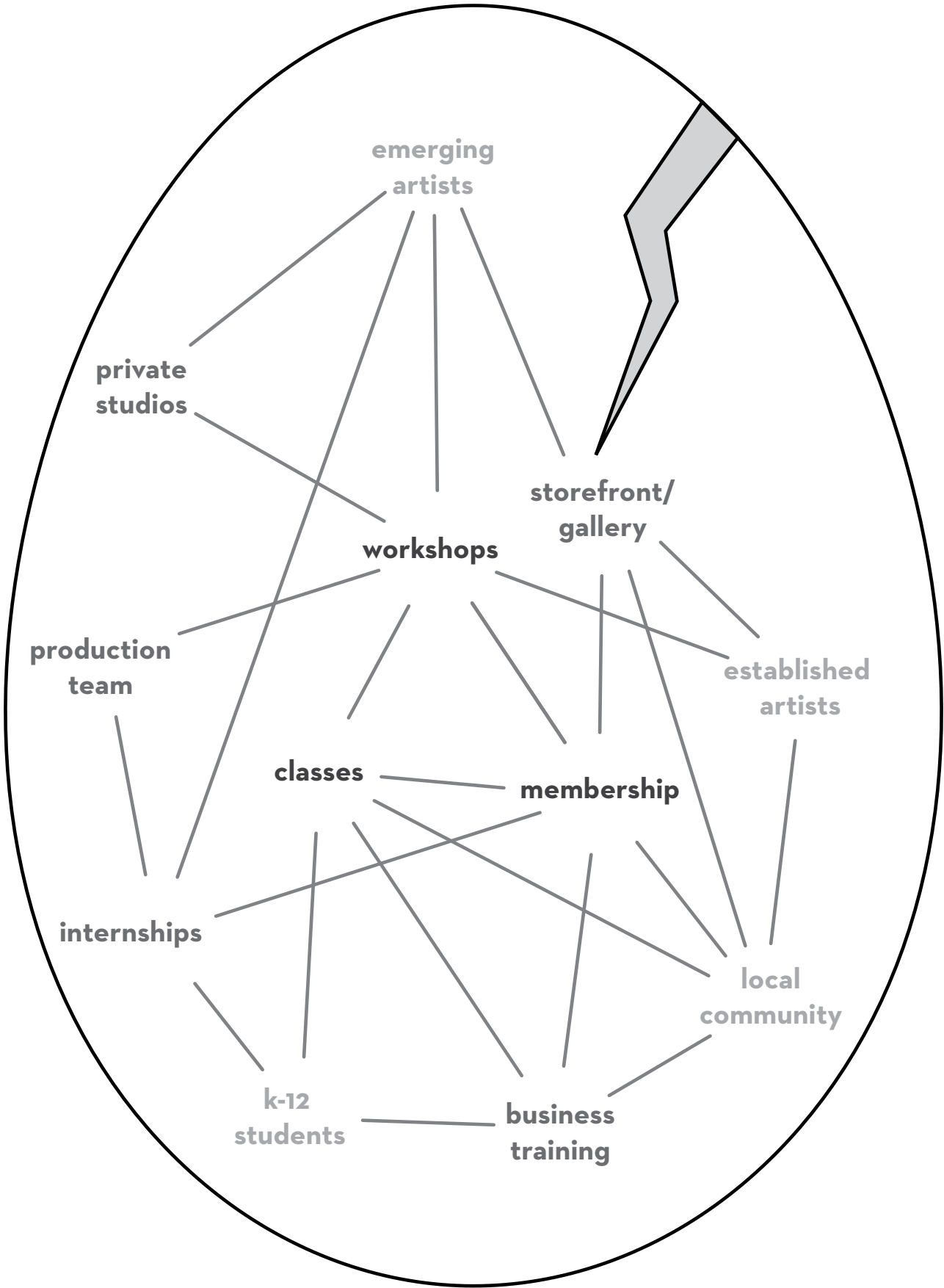
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