



Idea Forge Creators Space Membership Agreement

Idea Forge Creators Space Member Information

Personal Members

Name: _____

Date of Birth: _____

Parent/Guardian Name (if under 18): _____

Additional Family members if applicable (Name, Date of Birth)

1. _____
2. _____
3. _____

Business Members

Business Name: _____

Business Address: _____

Website: _____

Type of Business (*please explain in detail what type of business you are conducting and include NIACS business codes*):



Membership Terms & Fees

- 1) Membership is valid for the duration of the selected option at signing.
- 2) Members under the age of 16 must be accompanied by an adult at all times. Members under the age of 16 must have an adult with them to operate certain workstations. These workstations will be clearly posted and include but are not limited to: heating stations (e.g. 3D printers, laser cutters, laminators, and soldering stations).

3) Membership levels (select here):		Date
a) Individual		
i) Month	\$30	_____
ii) 6-month	\$170	_____
iii) Annual	\$330	_____
b) Family (up to 4 people)		
i) Month	\$60	_____
ii) 6-month	\$350	_____
iii) Annual	\$700	_____
c) Small business		
i) 3-month	\$120	_____
ii) 6-month	\$700	_____
iii) Annual	\$1300	_____

Member agrees to pay the monthly fees, in advance, in the amount, form and manner detailed here. In addition, Member shall pay all reasonable third party fees (attorney's fees, debt collection fee, fees for repair of damage to Project Imo, Inc. owned property for excessive or improper usage specifically included) and other costs incurred by Project Imo in connection with any of Project Imo's rights or entitlements under this Agreement, including but not limited any reasonable costs of collection or action.

Members signing up for an Individual or Family membership acknowledge that they are using the space for personal, recreational, educational, and enjoyment and are not operating a business out of the Idea Forge Creators Space. Members utilizing the space for homeschool purposes may utilize the space for up to 4 people as a Family Plan provided they are not compensated for homeschooling. Homeschoolers receiving compensation for working can work with Project Imo staff to develop special pricing and



access to additional resources including outdoor programming, nature education, and specialized workshops.

Cancellation and Termination

Monthly memberships will automatically renew each month and will continue to do so until canceled by member with 30 days advance written notice.

Annual and 6-month members can cancel their membership with written notice of 30 days. Refunds are for the full balance of the term but do not include proration of monthly fees (e.g. the balance of an annual membership of 4.5 months will be refunded 4 months).

Project Imo reserves the right to terminate membership for violation of rules or unsafe behavior

Workshops, Trainings, and Special Events

Members have access to Project Imo community workshops through the Idea Forge Creators Space. Members enjoy a 10% discount on registration fees for such workshops.

Rules and Responsibilities

1. **Safety:** Members must follow all safety guidelines and wear appropriate protective equipment when using tools and machinery. Members and all users of the facility must obey all posted signs and literature pertaining to safe use of our facilities. These obligations are minimum obligations, and you should always meet or exceed the base level of safe practices expected. Use common sense at all times with respect to safety and diligently observe all policies and procedures which we may establish from time to time for the safe use of our facilities. These include, but are not limited to, policies and procedures relating to securely locking up our facilities, appropriate shop clothing and protective gear, techniques for safe equipment use, material-specific precautions for equipment and machine tool lockouts. If you have any questions regarding our safety policies or the safe use of our facilities, contact a Project Imo team member immediately.
2. **Shared safety:** 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 staff immediately if you believe any piece of equipment or infrastructure to be unsafe. All members must comply immediately with instructions given by staff.
3. **Respect:** Members will treat all equipment, facilities, staff, and other members with respect. The Idea Forge Creators Space and accompanying programs such as the Base Camp Teen Center are welcoming and inclusive spaces. All members agree to treat other individuals with dignity and respect.



4. No Discrimination: Project Imo does not discriminate because of race, color, national or ethnic origin, age, religion, disability, sex, sexual orientation, gender identity and expression, or veteran status and seeks at all times to promote an inclusive and respectful community. Members agree to abide by the posted Policy on Inclusivity.
5. Training: Members must complete any required safety training before using specific equipment. Members will ask Project Imo staff if they have questions.
6. Supervision: Members under 16 must be supervised by a parent/guardian or authorized adult.
7. Injuries: Members sustaining any injury must report it immediately to a Project Imo staff member. Project Imo possesses basic first aid kits in the creators space.
8. Consent to care: Members needing emergency medical assistance and being unable to call for their own emergency response, hereby give Project Imo permissions to contact emergency medical personnel to secure and administer treatment, including transportation, for which charges I agree be held responsible. Members must have their own medical insurance.
9. Materials: Members are responsible for providing their own materials for projects. Project Imo may be able to provide materials for a cost. All materials used must be approved by Project Imo staff and be appropriate for the machines in the space. The document production workstation will be priced according to prints. Members are not expected to bring their own ink cartridges. Members bringing their own paper, cardstock, etc. will be assessed a printing fee for ink based upon number of pages.
10. Cleanliness: Members must clean up their work area and return tools after use. Dispose of all waste appropriately.
11. Prohibited Items: Members may not create or possess weapons, drug paraphernalia, alcohol, or any illegal items. The Idea Forge Creators Space is a smoke free, drug free facility. Vaping is also prohibited.
12. Intellectual Property: Member acknowledges that it is their own obligation to seek protection for any intellectual property and/or confidential or proprietary information created through the use of the Facilities. Member shall not use the Facilities for any inappropriate or unlawful activity including obscenity and the unlicensed use of material protected by intellectual property laws. Members acknowledge that they agree they have full rights to use any intellectual property they produce in the creators space.



Equipment and Resources

Members will have access to the following equipment (subject to change):

- 3D printing workstation
- Document production workstation
- Laser cutting workstation
- Soldering workstation
- Electronics workstations and internet
- Game design workstation including Meta VR Headsets and PS4.*
- Textiles workstation
- Crafting workstations including CNC cutting machines
- Arts and craft supplies such as easels, drawing boards, lightboxes, etc.
- Content creation workstations including audio and video production and editing
- Podcast workstation
- Business members have

Members have access to snacks and beverages available for cost. Project Imo can take cash, credit card, or PayPal payments for workstation materials and supplies, as well as snacks.

*The game design workstation items are not generally intended for open gaming. These workstations are intended for educational purposes and developing and testing created content. Project Imo reserves the right to restrict the use of the game design workstation if it becomes disruptive or unsafe for Idea Forge members. VR headsets are only to be used in small boundaries set by staff and may be stored if the number of active members in the facility make the use of dynamic VR headset use unsafe.

Relationship of the Parties

Member is not an employee, tenant, agent or contractor of Project Imo, Inc. Nothing in this Agreement shall constitute or be deemed to constitute a partnership or joint venture between the parties hereto or constitute or be deemed to constitute any party the agent or employee of the other party for any purpose whatsoever and neither party shall have authority or power to bind the other or to contract in the name of, or create a liability against, the other in any way or for any purpose.



Liability Waiver

I understand that using makerspace equipment involves risks. I agree to waive all claims against Project Imo, Inc, its officers, and it employees for any injury or damage resulting from the use of the Idea Forge Creators Space.

Agreement

I have read and agree to abide by the terms of this membership agreement.

Member Signature: _____ Date: _____

Parent/Guardian Signature (if under 18): _____ Date: _____

[Organization Name] Representative: _____ Date: _____



Business Membership Addendum

Project Imo's Idea Forge Creator Space is an idea hub for small business incubation and services. Business members agree that the use of the Idea Forge Creators Space for business purposes does not create a partnership or legal relationship between their business and Project Imo, Inc. beyond the membership terms outlined in this agreement.

Business Resources

Business members also have access to the following resources:

- “Hot desk” office space use during agreed upon hours. Members will be able to work with Project Imo to select hours of mutual benefit for the Business Member to use workstations, and conduct normal business operations. Business members agree that the Creators Space is not their official place of business and the address of the Creators Space should not be presented to any party as the place of business of record.
- Use of Idea Forge Creators Space workstations during hot desk hours.
- Specialized pricing on business services such as:
 - Assistance with business planning and basic business setup
 - Document printing
 - Social media content creation and management
 - Website development and maintenance
 - Graphic design services
 - Workshops on business administration, operations, and development
- Internet usage during hot desk hours.

Business Obligations

Project Imo, Inc. operates prosocial, community oriented charitable programs including a teen center. Project Imo reserves the right to deny access to services for business activities that it, at its sole discretion, deems in conflict with our organizational ethics. If Project Imo becomes aware that business members are operating in conflict with their stated business purposes, Project Imo reserves the right to terminate membership immediately and without refund.

Business members agree that they have all the required insurances, certifications, and permissions to conduct lawful business in the Town of Windham, the State of Connecticut, and the United States.



Business Member Addendum Agreement

For the Business (name) _____

I assert that I have met all the requirements outlined in this Membership Agreement and Business Addendum and am duly authorized to sign on my business' behalf.

Business Member Name: _____

Business Member Title: _____

Signature: _____

Date: _____

For Project Imo, Inc.

Name: _____

Title: _____

Signature: _____

Date: _____