



MSYK Community Guidelines

**Be a good person,
Always be safe,
See something, say something!**

We want Makerspace YK to be a safe and welcoming environment for everyone to be able to learn, build and create! We have created a set of Community Guidelines for anyone using the facilities here at Makerspace YK: this includes members, non-members, volunteers and visitors. These guidelines aim to support a community where all people should feel safe to participate, introduce new ideas and inspire others.

Safety First!

- Make sure to follow all safety protocols and procedures outlined in our [“MSYK User Operations & Safety Policy”](#)
- Don't use tools that you are not trained on and are comfortable using. If you need any help, ask away!
- Wear the required PPE (Personal Protective Equipment) for the tool/equipment you are using.
- Follow any information on Tool Safety Cards and signage.

The Makerspace YK Community

Makerspace YK is committed to creating an **Empowering, Innovative, Inclusive and Community Driven space**. As a user of our facility, you have a role in building a community that is accessible to and conscious of diverse identities, experiences, and opinions.

It's our responsibility to take steps, great and small, to oppose prejudices and strive to ensure that every user has the ability to gain confidence, build practical skills and grow creatively.

Removing barriers to access and opening doors allows us to build a stronger, more resilient, and vibrant community- together.



Date of last review: Jul 25, 2025



Respect other Users and Members

- **Treat others as you would like to be treated!**
- **Be considerate of others' work and ideas.** Recognize the hard work that went into them and their emotional investment. If you want to share any comments or advice, make sure it is respectful and constructive.
- **Try to be positive in your interactions, even when in conflict.** Focus on problems you can solve together, rather than finding flaws in their character.
- **Always use people's preferred names and pronouns.** If you're uncertain, use gender-neutral language until you know which pronouns to use - then use gender-affirming language. Use and encourage the use of gender-inclusive language.
- **Feeling Sick? Stay home.** No one likes getting sick (including us!). If you are feeling unwell please stay home and rest up! This helps prevent other users, our staff and volunteers from getting sick.

Respect our Staff and Volunteers

- **Recognize everyone has limits.** Like you, staff and volunteers run into technical problems, lack knowledge, forget tasks, get overwhelmed, and have personal obligations. But they're trying their best.
- **Be patient with people trying to help you.** When frustrated, some amount of irritation is natural. Recognize that our staff and volunteers are people trying to help solve your problems and restrain any unpleasant words.
- **Understand the difference when staff and volunteers are off-shift.** When they're not on shift, volunteers and staff are people just like you. They have their own projects to work on and are under no obligation to assist you.
- **Outside of drop-in hours, staff may also have other responsibilities and tasks to do to keep our facilities up and running!** Please be patient during this time as they may not always be fully available to help you with your project.





Respect our Workspaces, Tools and Equipment

- **Leave workspaces clean** and tools put away when you finish with them so that your mess doesn't become someone else's problem.
- **Take care of tools and equipment.** Only use tools in a manner for which they were intended. If you are not sure how to use a tool, ask a staff member, trained volunteer, or another experienced user that is able to use the tool properly.
- **Faulty Tools/Equipment:** If you notice that any piece of equipment, machinery, or tool is not working properly, stop using the equipment and notify Makerspace YK staff or a volunteer immediately.
- **Limit the space you use when working on or storing a project.** Consider what it would be like if everyone used as much space as you.
- **Keep our workspaces pleasant and usable.** Do not subject others to loud music, strobing lights, noxious paints, etc.
- **Be aware** that video surveillance is in use throughout Makerspace YK's facilities. Makerspace YK reserves the right to disallow the use of any tools, equipment, or consumable materials, or to halt, delete, or disallow the creation of items that violate any Makerspace YK's policies, including creating weapons, obscene materials, or illegal items.

THE NO NO's.

Makerspace YK values our users, volunteers and staff and continually works to ensure that we provide an environment that is free from harassment and discrimination. Makerspace YK has zero tolerance for bullying, harassment, discrimination and violence. Makerspace YK considers the following actions a serious breach of our Community Guidelines, which can result in corrective action or termination or user access to our facilities.

- **No hate speech and discrimination:** Makerspace YK 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. Freedom of expression does not extend to discrimination and defamation and does not equate to freedom from consequences.
- **Violence and Threats of Violence**
Violence and threats of violence are not acceptable. This includes incitement of violence toward any individual or group.



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→ **The following issues will result in a warning on first occurrence.** Subsequent occurrences may be cause for suspension of user access and/or membership privileges:

- a. Harassment of members, guests, or neighbors
- b. Use of alcohol, tobacco, vapes or controlled substances within the facility.
- c. Vandalism
- d. Damage to property
- e. Unauthorized use of tools and equipment
- f. Rough-housing and horseplay
- g. Theft
- h. Physical altercation of facility or equipment
- i. Violation of woodshop and/or digital lab safety rules
- j. Violation of Makerspace YK policies and procedures
- k. Allowing guests/non-members to use tools

Makerspace YK staff or board members may and will revoke any membership and/or user access to our facilities at any given time if they feel a member is causing any violations above with or without warning. Makerspace YK staff, officers and volunteers may also escort the user off the site.



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