

# BRIDGEWIRE POLICY MANUAL

## Abstract

This document is one of a set of documents which govern Bridgewire, Inc. They operate within the framework of Federal and Nevada state law, specifically NRS Chapter 82 – Nonprofit Corporations

The Hierarchy is:

1. Articles of Incorporation (Controlled by Member votes)
2. Bylaws (Controlled by Member votes)
3. Conflict of Interest Policy (Controlled by Member votes)
4. Policy Manual (Controlled by Board of Director votes)

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## 1. MISSION STATEMENT

### The Purpose

As stated in our Articles of Incorporation, our Purpose is; “This corporation is organized and operated solely and exclusively for educational and charitable purposes as a non-profit corporation as specified in Section 501(c)(3) of the Internal Revenue Code or any corresponding section of any future federal tax code.”

### The Mission

**Provide a community industrial workshop for the education and practice of the industrial arts in woodworking, metalworking, electronics, and other fabrication technologies.**

## 2. MEMBERSHIP

### 2.1. Membership Classes

#### 2.1.1. VOTING MEMBERS

A voting member has the right to one vote which may be exercised if they are in “Good Standing” with the organization. They may also hold a Director or Officer Position if they are in “Good Standing” and fully admitted as members.

#### 2.1.2. NON-VOTING MEMBERS

A non-voting member has no voting rights.

### 2.2. Eligibility and Admission

An applicant shall be admitted membership on a probationary basis so long as they meet the requirements listed in this section. After a 90 day probationary period the Board of Directors shall review the member applicant conduct and either admit in Good Standing, extend the probation, or expel the member.

- An applicant must support the purpose and specific goals of the organization and must pay the monthly membership fee.
- An applicant must also provide government issued photo identification to a member of the Board of Directors or Officer at the time of payment of the first membership fee, and provide an electronic mail address for receiving official notifications.
- An applicant must complete all required sections of the application form and sign a waiver.
- An applicant must acknowledge receipt of the Bylaws and Policy Manual.
- Membership shall be open to any natural person not expelled from the corporation under the terms of this Policy Manual, or otherwise disqualified by the terms of the Bylaws.

### 2.3. Membership Rights and Privileges

All Voting members are granted the following rights and privileges:

- Use of restricted equipment after classes or designated expert signoff.
- Use of unrestricted equipment and tools.
- A key or other method of entry to the physical workspace.
- Twenty-four hour access to the physical workspace.
- A single storage cabinet when available. (Household Add-On must share single)
- Access to storage spaces when available.
- 24/7 video recording to enhance the safety and security of our members and facility.
- The right to vote on any issue put before the membership and to vote for Directors.
- The right at any reasonable time to inspect the physical properties of the corporation.

Non-Voting Members have these limited rights and privileges:

- Use of unrestricted tools with supervision of a member host, parent, or guardian.
- Use of restricted tools after required training and with supervision of a member host, parent, or guardian.
- Use of classroom and kitchen amenities.

## 2.4. Membership Fees

Bridgewire offers several membership options designed to meet your needs and ensure members pay the fair share of their impact on the equipment and space provided. All memberships and rentals can be cancelled at any time, with the balance of the plan remaining active until the end of its term.

### 2.4.1. MEMBERSHIP TYPES

- Individual Membership – A voting membership. Adult
- Household Membership Add-On – This is a discounted voting membership for additional members (living in the same house.), 18+ in age.
- Junior Membership – This is a non-voting membership for children 5-17 in age. All access and activities must be under the supervision of a parent or guardian who is a voting member.
- Discounted Membership – A voting membership offered to Students, Active&Retired Military, Teachers and Special Board designated candidates. Adult
- Day Guest Membership – A non-voting single day membership with no privileges to operate restricted powered equipment and tools but with privileges to use unrestricted equipment and hand tools.
- Corporate/Club Membership package – This package has voting memberships. Adult. The package requires a single contact/coordinator from the Corp/Club. The coordinator distributes the memberships in the package to individuals in their organization. Each person becomes a member of Bridgewire. These memberships are transferrable within the corporation/club with notification to Bridgewire. One transfer per year for each membership.
- Membership In-kind – The Board may grant a free membership to individuals for up to 1 year. The justification must be to further the purpose and mission of the organization while not being financially detrimental. The conditions of In-kind Memberships will be determined by the Board.

### 2.4.2. FEE SCHEDULE

Membership Options and Fees	Rate
Individual – Monthly Recurring Autopay or AutoCheck	\$50/mo.
Individual- Annual non-recurring	\$500/yr.
Household Add-On – Monthly Recurring Autopay or AutoCheck	\$20/mo.
Household Add-On – Annual non-recurring	\$200/yr.

Junior – (requires parent or guardian as Adult member)	FREE
Discounted – Monthly Recurring Autopay	\$35/mo.
Discounted – Annual non-recurring	\$400/yr.
Legacy Members – Monthly Recurring Autopay	\$45/mo.
Day Guest – 1 Day (2 coupons/member per month)	COUPON
Corporate/Club Membership (2-4 members)	\$45/person each month
Corporate/Club Membership (5+ members)	\$40/person each month

Special Discounts may be available from time to time with the approval of the Board of Directors.

#### 2.4.3. EQUIPMENT USE FEES

Some equipment have a high cost of operation and maintenance. Therefore a use fee may be charged on some equipment to fund a maintenance account.

#### 2.4.4. RENTAL FEES

Generally, no items or spaces at Bridgewire are available for rent. However, the Board may specify items, tables or spaces which may be rented to generate revenue for improvements and expansion of the organization.

#### 2.4.5. KEYCARD POLICY

Never write “Bridgewire” on the keycard. The original keycard assigned to new members is included in the new member packet. Keycards are lost from time to time. Lost keycards are replaced per the following fee schedule. A non-functioning keycard is replaced without fee or action.

Lost Keycard occurrence	Fee / Action
Replacement level 1 (1 <sup>st</sup> occurrence in last 3 years)	\$10 / recorded
Replacement level 2 (2 <sup>nd</sup> occurrence in last 3 years)	\$20 / recorded & warning
Replacement level 3 (> than 2 in last 3 years)	\$50 / recorded or possible suspension

### 2.5. Members Standing, Resignation, Suspension, or Expulsion

#### 2.5.1. GOOD STANDING

Any member whose dues are paid in full, is not on probation or suspension nor resigned or been expelled is in Good Standing. They have full rights and privileges of their class of membership.

#### 2.5.2. PROBATION

Any member whose dues are paid in full, and has a restricted membership for a specified time period is on Probation. The member on Probation will be under observation to adhere to the policies of the organization. A member that previously violated policy may also be expected to work on a Members Improvement Plan. All probationary members have full rights and privileges of their class of membership unless otherwise restricted by the Board.

#### 2.5.3. RESIGNATION

Members resign membership by not paying their Member’s dues on time. Directors and Officers are required to follow the additional terms of the Bylaws.



Members are required to clear out their storage spaces, remove personal tools and project materials by the end of 30 days from resignation. All personal property left after 60 days from resignation will be considered abandoned property. The exception is items on lease.

Members must follow the terms of the lease agreement for any equipment leased to Bridgewire.

#### 2.5.4. SUSPENSION

In the event of a member's suspension per the terms of the Bylaws, the following will occur.

1. Keycard will be surrendered to a Director or Officer immediately. If this does not occur, the Keycard will be shutoff.
2. Suspended Members are only allowed on premises in the presence of a Director or Officer. They are only permitted on premises to obtain personal property or for a Suspension Review with the Board of Directors.
3. A Suspension Review will be scheduled and held within 15 days and the Suspended Member has the option of attending the meeting. The Board of Directors will pass judgement on events that led to the suspension.
4. The Suspension Review decision will usually be one of the following, but may deviate at the Board of Directors discretion:
  - No fault found on the part of the Member. Member's dues will be refunded for the suspension period and returned to previous Membership Standing. Investigation on the actions of the Director/Officer which led to suspension will be launched by the Board of Directors.
  - Member is found to be at fault and placed on Probation. Member's dues will NOT be refunded for the suspension period. Probation entails that the Member understands the error of their actions and will work on a recommended Members Improvement Plan to avoid future conflicts. The Probationary period will be set by the Board. Rights and privileges may be restricted. The Board of Directors will review Members progress on the Improvement Plan at each Board of Director's Meeting and reevaluate the Member at any time. If, the Member meets the requirements of the Improvement Plan to the satisfaction of the Board of Directors, membership will be reinstated to Good Standing and probation lifted.
  - Member is found to be at fault and expelled from Bridgewire. Member's dues will NOT be refunded for the suspension period and for all forward payments made. This occurs when the member does not agree to the conditions of Probation or the Board deems the member's action to be egregious.

#### 2.5.5. EXPULSION

An expulsion is permanent. However, after one year the expelled Member may petition the Board once a year to have the expulsion set aside and be readmitted as a Member.

When a Member is expelled from Bridgewire they are expected to obey the following:

- Expelled Members are required to clear out their lockers and remove personal tools and project materials within 7 days after expulsion. Any remaining personal property will be subject to our abandoned property policy. The exception is items on lease. They are only permitted on premises to obtain personal property in the presence of a Director or Officer.
- Expelled Members must follow the terms of the lease agreement for any equipment leased to Bridgewire.
- Expelled Member is not allowed to be a Guest at Bridgewire or visit except to drop-off or pickup another Member.

### 3. MEMBERSHIP BEHAVIOR AND RESPONSIBILITIES

Be Excellent to each other. We want Bridgewire to be a safe, pleasant, and inviting environment that encourages and fosters socialization for its members. In order to achieve this, members must follow basic social norms and community behaviors. Violating the rules or policies set forth in this document could result in your suspension or expulsion from Bridgewire.

#### 3.1. Member Appropriate Behavior

##### 3.1.1. ZERO TOLERANCE BEHAVIOR

Bridgewire has a zero-tolerance policy against the following: acts of violence, theft, physical, verbal and electronic/online threats, fraud, illegal activities, use or imminent use of equipment while under the influence of alcohol or drugs, intentional deception to a Bridgewire Officer or Director and disregard of any published or posted Bridgewire rules.

No discrimination, harassment, or hate speech shall be tolerated.

These actions are grounds for immediate suspension and reviewable for expulsion from Bridgewire.

##### 3.1.2. SUBJECTS DISCOURAGED FROM DISCUSSION

General discussion or comments regarding politics and religion are discouraged to avoid strife. General discussions should be focused on topics which promote a cohesive and congenial maker environment.

##### 3.1.3. FOLLOW BRIDGEWIRE OFFICER AND DIRECTOR INSTRUCTIONS

Instructions given to you by Bridgewire Officers or Directors must be followed without hesitation. Instructions and procedures for shop usage are given to protect you, other people, workshop, equipment and must be followed immediately.

##### 3.1.4. DO NOT GIVE UNSOLICITED ADVICE TO ANY PERSON IN BRIDGEWIRE.

If they actively seek your advice, then you are more than welcome to give them all the advice you want. Please realize that some people do not want to be interrupted and enjoy problem solving and the discovery of learning from mistakes. Safety is an exception to this rule. You do not need anyone's permission to inform someone that they are doing something unsafe or that can potentially damage equipment.

##### 3.1.5. EVERYONE IS ON OUR SECURITY TEAM.

If you see someone you don't recognize, please take the time to introduce yourself and direct them as needed. Report unsafe practices and illegal activities.

##### 3.1.6. COMMUNITY MAINTENANCE AND CLEANING

Beyond cleaning up after yourself, all members are encouraged to support the community by putting time into maintaining and cleaning the facility (e.g. bathrooms, trash removal, vacuuming, and general cleaning.)

##### 3.1.7. RESTRICTIONS ON UNDER AGE OF 18

Members between the ages of 5 and under 18 may not use the Bridgewire facilities unless accompanied by a parent or guardian. Minors in the shop must be in the presence of their parent or guardian at all times. No children under 5 are permitted in the shop.

### 3.1.8. GROUP USE OF THE FACILITIES

Groups are three or more people which congregate around a common interest, activity, or purpose. Each group has the right to reserve use of the Main Room or equipment in the shop with proper scheduling and approval from an Officer.

#### Requirements

- At least 1 member of the group must be a Voting Member.
- Guests must follow Guest Rules.
- May use facilities on a limited basis that don't violate this Policy Manual.

### 3.1.9. PETS AT FACILITY

Only canines are allowed in the shop. They must be well behaved. The owner must be present and must cleanup after their pet. Owner assumes all responsibility for the actions of their pet.

### 3.1.10. CLASS USE

Scheduled classes have priority of tools and equipment. If a class is being conducted, be considerate and refrain from excessively noisy work.

## **3.2. Appropriate Tool and Equipment Use**

### 3.2.1. PROPER USE OF EQUIPMENT, TOOLS, AND THE SHOP FACILITIES

Members must NOT engage in activities which will damage property including the facility, tools, and equipment. This includes but not limited to overspray, spillage, contamination and the usage of equipment in a way outside of generally accepted practices and or not approved by the manufacturer of said equipment.

### 3.2.2. AUTHORIZED USERS OF BRIDGWIRE TOOLS, EQUIPMENT, AND MATERIALS

Only current members or persons attending a class may use tools, equipment, and materials at Bridgewire. A current member is a person who is current with their fees and is not on suspension or expelled. The use of unrestricted or restricted tools is determined by the Type of membership.

### 3.2.3. OBEY SIGNS AND EQUIPMENT INSTRUCTIONS

You must comply with all posted signs and instructions, and observe ratings of equipment. If you use equipment, you are responsible for verifying the limitations for the equipment before you use it. If your use exceeds the equipment limitations and the equipment is damaged, you will be billed for the repairs.

### 3.2.4. RETURN TOOLS PROMPTLY TO WHERE THEY BELONG.

Do not hoard tools. Take only the specific tools that you will actually use. Return tools to the exact same spot they came from.

### 3.2.5. DAMAGED EQUIPMENT AND TOOLS ACTION

See Safety Section of this document.

### 3.2.6. COMMERCIAL USE

Bridgewire supports and encourages the commercial and entrepreneurial efforts of individuals with nascent businesses. These efforts are permitted as long as equipment is not monopolized and ensures fair access to all members. However, the business is not allowed to use Bridgewire or its address as the base for its business.

Entrepreneurial efforts may grow to the point that it becomes time for the member to invest in their own offsite tools and shop. Indicators are that they are dominating equipment use, are using the shop extensively, or that they actually need a helper. Check with officers to determine if your tool and shop use is excessive.

Bridgewire reserves the right to regulate tool and equipment usage limits for the benefit of our members.

### **3.3. Managing your projects and materials**

#### **3.3.1. FOLLOW PROJECT TABLE TIME AND SPACE GUIDELINES**

All projects, materials, tools, and work areas must be cleaned and put away after each Project Table/Space period. All members are expected to respect the shop! Put away all tools and supplies, and leave the area cleaner than it was when you found it. If you encounter an area that is messy before you start to use it, be sure to report the mess to an Officer, or you will be held responsible. If a work area has a posted standard such as a checklist or a photograph, be sure you clean the area up to or beyond that standard before you leave.

#### **3.3.2. CLEAN UP DURING YOUR PROJECT**

If you don't have time to clean up during your project period at the end of each day, you don't have time to work on your project. No garbage, no bottles, no food wrappers, and no mess from your project should be left for others to clean. It is important that every user leave the shop in BETTER CONDITION than when they arrived.

#### **3.3.3. CLEAN UP ANY FLUIDS ON THE GROUND**

Clean/mop any oils, grease, or other fluids from the floors. Use orange cones or slippage warning signs while the floor dries.

#### **3.3.4. LABEL YOUR PROPERTY/PROJECTS**

If you must leave personal property or project materials at Bridgewire, mark each item with your name, phone number, and start date of project. Store materials or projects in a manner to prevent tripping hazards. Any unmarked personal items are subject to our abandoned property policy.

#### **3.3.5. PERSONAL TOOLS AND EQUIPMENT**

You may bring in your own tools and equipment. It must be labeled with your name. It may only be stored in your member cabinet, on a project table, or a paid rental/storage space/table. Your equipment may only be used by others with your personal approval. All risks and liabilities are the owners. Bridgewire is not responsible for any damage, loss, or theft.

#### **3.3.6. FLAMMABLE LIQUIDS**

All flammable liquids must be stored in the flammability cabinet. All chemicals must be stored in their original manufacturers contained with proper labeling. Personal items ACTIVELY being used may be labeled with the members name and stored in the cabinet. Always stack and store in a safe manner.

### **3.4. Financial Responsibility**

#### **3.4.1. REPLACE DAMAGED TOOLS AND EQUIPMENT**

The Tools and Equipment should be durable if used properly. If you incorrectly use a tool and damage the tool you are expected to replace the tool with another of equivalent value and quality. If equipment is damaged while you are using it, you should make arrangements with an Officer or Director to compensate the organization for repairs to the equipment.

Tag any damaged or unsafe equipment and notify a responsible officer or director ASAP.

#### **3.4.2. USE OF CONSUMABLES FOR TOOLS OR EQUIPMENT**

A lot of equipment in the shop have consumable parts which require replacement, sharpening, and/or cleaning in order to operate properly. If the consumable is used up, remove it from use and place in the Broken Consumables and Tool Bin. These items are generally not your responsibility to replace. However, damage or wear from excessive use or abuse may require the user to replace any applicable items.

## 4. GUEST RULES

Bridgewire welcomes guests to learn about our mission and the benefits of membership. Guests may be admitted with a Day Coupon or as a Class Student. However, guests are very limited in what they can do while visiting.

### 4.1. Waiver and Responsible Member

Any person (GUEST) who is not an active member entering the workshop area MUST read and sign a waiver, which is then countersigned by another Bridgewire member. Forms are forwarded to the Secretary for retention.

Guests under 18 require that the waiver be signed by a parent or guardian.

The guest behavior is the responsibility of the Member Host, Instructor, or Sponsor Host. If they violate any Bridgewire rules, the Host, Instructor, or Sponsor Host will be treated as though they had violated the rule and disciplined accordingly.

### 4.2. Guest Restrictions

#### 4.2.1. TOOL AND EQUIPMENT RESTRICTIONS OF DAY GUESTS

Day Guests of Member Hosts are permitted in the shop. They may use hand tools. However, they may not use equipment, or materials at Bridgewire. Any such activity requires them to join Bridgewire and obtain a Membership.

#### 4.2.2. TOOL AND EQUIPMENT USE IN CLASSES

Guests attending a class may use tools, equipment, and materials at Bridgewire as it relates to the class. These Guests may only use the items for the duration of the class while the instructor is present. If the instructor must leave before the specified end of the class, guests must leave the premises.

#### 4.2.3. TOOL AND EQUIPMENT USE FOR EVENTS

Bridgewire will host or sponsor events from time to time. Guests using tools and equipment will only be permitted as it relates to the Event or activity.

## 5. EDUCATION CLASSES

As part of our mission, Bridgewire is committed to providing education in the Industrial arts and other fabrication technologies. This education is provided through classes, workshops, and camps.

### 5.1. Classes

Classes are structured with course materials. Those taking a class are then permitted to use equipment.

### 5.2. Workshops

Workshops are structured with course materials. Those taking a class are then permitted to use equipment

### 5.3. Camps

Camps are structured with course materials. Those taking a class are then permitted to use equipment

### 5.4. Instructors

#### 5.4.1. REQUIREMENTS TO BE AN INSTRUCTOR

To be qualified as an instructor, the person must have at least 1 year of experience and a good working knowledge in their technology. They **MUST** practice conventional safety and use standards for their technology area. They must demonstrate an ability and desire to teach.

Management must create and manage a list of members who have taken classes or workshops and are thus qualified to operate the equipment on their own.

Management should identify some qualified members and develop them into future teachers in their technology.

#### 5.4.2. INSTRUCTOR RESPONSIBILITY

The instructor must obtain waivers from all non-members (GUESTS) who are attending their class. The instructor must conduct safety and use training of the equipment for these (GUESTS) as well as any members without prior training.

Instructors must complete a class outline and develop the class in coordination with the Education Officer.

Instructors will prepare class materials and a collection of instruction videos from commercial or social media sources such as YouTube and Vimeo.

#### 5.4.3. INSTRUCTOR AUTHORITY

Instructors have the authority to dismiss and remove any class attendee who is violating Bridgewire policy. They may also dismiss any attendee who appears to not have the ability to perform actions in a safe manner.



## 6. SAFETY

Bridgewire is striving to be as safe a place as possible for its members. All members must comply with all procedures and policies when working at Bridgewire. This is for everyone's safety and for the continued success of Bridgewire!

### 6.1. Safety Training

#### 6.1.1. RESTRICTED EQUIPMENT TRAINING

Training is required before you can use Restricted Equipment. Any device that is potentially dangerous to you or others, or that can be damaged by incorrect use, requires training. Any training you may have received outside of Bridgewire is useful, but does not qualify as a check off. Only specified Bridgewire members may qualify other members for operation. For a list of tools and equipment which require operator qualification, refer to the "Training Required" sign or Equipment Packet attached to the equipment.

#### 6.1.2. UNRESTRICTED EQUIPMENT AND TOOLS

Unrestricted Equipment and Tools are unpowered. They are manual and therefore fully under the control of the user. These may still require check off before use if so designated in an Equipment Packet on the equipment.

#### 6.1.3. CHECK OFF FOR USE

If check off is required. An authorized member must check you off before you use the item.

#### 6.1.4. ASK FOR SAFETY TRAINING AND CHECK OFF

If you don't know how to use tools or equipment safely, ask someone. If there isn't anyone to ask, don't guess. It is your responsibility to ensure you are properly trained before using equipment. Just because another member showed you how to use equipment or a tool does NOT necessarily mean that you have been taught how to use it safely. Always make sure you FULLY understand how to use equipment and tools BEFORE you use them.

### 6.2. Safety Attire

#### 6.2.1. PERSONAL PROTECTIVE EQUIPMENT (PPE)

This equipment must be worn at all times in areas designated with signs, or when there is a risk of possible flying materials. It is your responsibility to become familiar with and use the correct Personal Protective Equipment (PPE), such as ear plugs, safety glasses, gloves, closed-toed shoes, etc. for the job you are working on.

#### 6.2.2. DRESS CODE RESTRICTIONS

All members and guests must always wear close-toed shoes in shops and labs. Shoes with reinforced toes are strongly recommended.

No loose fitting clothing, long sleeve shirts with loose cuffs, hoodie strings, jewelry, or electronic wires (headphones) are permitted when operating any equipment or tools with rotating parts.

Jewelry is not permitted in the electronics lab.

All long hair must be restrained.

### **6.3. General Safety Practices**

#### **6.3.1. REPORT SAFETY ISSUES**

Report all safety and rule violations, and unsafe shop conditions, to a Bridgewire Officer or Director immediately. If there is an urgent safety violation, ask the person to stop what they are doing so you can ask a Bridgewire Officer or Director to review the operation. Report any problems with equipment, or tools to a Bridgewire Officer or Director.

#### **6.3.2. LOCKOUT TAG PROCEDURE FOR DAMAGE EQUIPMENT**

Any equipment which is broken needs to be removed from use. Use the Lockout Tag in the Equipment Packet. Write in info on the tag and attach over the power switch. Unplug the equipment. Notify an Officer or Director of any Tagged items.

#### **6.3.3. REMOVING DAMAGED TOOLS FROM USE**

Any tools which are damaged or broken and may be a safety hazard should be placed in the Broken Consumables and Tool Bin (never throw away in the trash).

#### **6.3.4. DON'T DISTRACT OTHERS USING TOOLS OR EQUIPMENT**

Do not distract, approach, or talk to any person when they are using a tool or equipment. Many accidents happen because an operator is distracted. Wait out of sight until the person is finished using the equipment before you make contact with him or her. The exception to this rule is when there is an immediate safety concern that cannot wait until the person is finished. In that case you should interrupt the person as safely as possible and immediately make them aware of the safety concern.

#### **6.3.5. POWERED EQUIPMENT**

Never leave powered equipment unattended while it is powered up and/or running. You may not leave the facility while equipment is running, unless another member is willing to look after the equipment you're using during your absence. Equipment can cause injury to people and damage to itself or the facility if left unattended. Always shut off, power down, and return equipment to a safe position when done.

### **6.4. Injuries**

#### **6.4.1. REPORT ALL INJURIES**

No matter how minor an injury, notify a Bridgewire Officer or Director as soon as possible. Assist with emergencies first, such as fire or administering first aid, before reporting the event.

### **6.5. Emergency Procedures and Contact Numbers**

#### **6.5.1. EMERGENCY CONTACT NUMBERS**

The Board shall provide phone contact numbers which are 24hr access. They will be reviewed at least annually by the Board to ensure they are up to date and valid.

As of Rev 4 of this document, the following were valid numbers:

Fire, Medical, Police: 911

American Association of Poison Control Centers: 1-(800) 222-1222

NV Energy (Gas Emergency): (775) 834-4100 or 1-(800) 962-0399

Facilities Problem (water, roof, security): Contact Officer/Director

#### 6.5.2. BOARD AND OFFICER CONTACTS

The Board is required to update and post a list of Officers and Directors with contact phone numbers and/or other method of contact at Bridgewire for all members to have easy access to. For an emergency, start at the top of the list until you reach a live person, so we can address the issue immediately.

## 7. MATERIAL PROPERTY

Material property is both equipment and materials which may be Bridgewire, Personal, or Leased Equipment.

### 7.1. Bridgewire Property

All property will be available to all members for use at Bridgewire.

All property will be marked in some way. Items will either have an Asset Tag and be listed on the Bridgewire Equipment List and/or be partially colored with a Bridgewire designated color (Candy Pink or Magenta).

No property may be disposed, repurposed, or harvested for parts without the Board approval unless otherwise noted or tagged (e.g. Community Hackpile).

Any property which is used excessively or abused by a single member requires that the member refurbish the equipment or replace the tool or consumable elements.

### 7.2. Members Personal Property

#### 7.2.1. PERSONAL TOOLS, MATERIALS, AND COMPUTER FILES

Any tools, equipment or material brought in by a member is their property and responsibility. They are responsible to remove all their computer files and folders from Bridgewire computers immediately after use. Bridgewire retains the right to remove any files or programs from Bridgewire computers.

#### 7.2.2. FREE MEMBER STORAGE SPACE

- Cabinets – Specified storage cabinets with doors. No lock may be added. Each member is entitled to use a single cabinet space based on availability and duration of continuous membership. If membership lapses for more than 30 days, the personal property in the cabinet may be removed and stored. The property is subject to the abandoned property policy.
- Project Tables – While a project is active, the table/area may be used to store materials, personal tools, and equipment in accordance with the policy on Managing your projects and materials.
- Project Storage Space – These are areas sectioned off for project materials and storage for projects, which are associated with project tables/areas. The storage space may be used for a time coinciding with the use of the project table/area.
- Common/Public Materials Storage – These are areas which include the common wood, metal, plastic, or other material area storage racks. Members may store their materials for up to 3 months in these areas, if space is available. Personal material must be marked with name and start date. Personal materials in these areas are at risk of being damaged or accidentally used by another member if they don't see your labels.
- Materials should be actively used in a project and can not be stored for future projects or delayed. (put on hiatus)

- Storage Tubs – Additional storage space is available in Bridgewire provided tubs in select locations. Each member may use up to 2 tubs for a time coinciding with active projects only.

### **7.3. Donations In-kind**

Bridgewire has a continual need to acquire equipment and materials. Some items are foreseen and on a Bridgewire Wish list. Others are unforeseen and require a different donation process. If anyone has equipment, materials, or services that they would like to donate, they are encouraged to determine if Bridgewire has a current need for it.

#### **7.3.1. BRIDGEWIRE WISHLIST DONATION PROCESS**

##### **7.3.1.1. Receiving, Evaluation, and Acceptance**

Individuals must get an Officer or Director approval before bringing in proposed donation item.

An Officer or Director may receive, evaluate on the spot, and accept/reject a donation of any item on the Bridgewire wish list. However, the item may be subject to the Unforeseen Item Donation Process, if the receiving Officer or Director deems the item requires further evaluation.

Items rejected on the spot should never be allowed in the facility.

If the item is already here (such as members personal property), it can be accepted by any Officer or Director.

Accepted donations will result in full transfer of the property to Bridgewire. The Officer or Director whom accepted the donation will ensure a documented receipt is issued to the donor.

#### **7.3.2. UNFORESEEN ITEM DONATION PROCESS**

##### **7.3.2.1. Receiving Process**

Individuals must get an Officer or Director approval before bringing in proposed donation item.

The date the items is brought in must be recorded on the item.

Items brought in will be placed in a holding area for evaluation.

If the item is already here (such as a members personal property), it will be evaluated and a disposition will be rendered.

##### **7.3.2.2. Evaluation Process**

A Board assigned authorized Officer or Director will assign an individuals or group thereof whom will evaluate the item and its relative value to Bridgewire.

##### **7.3.2.3. Disposition and resulting action**

The authorized Officer/Director or the assigned evaluator(s) will make a final acceptance/rejection decision. Accepted donations will result in full transfer of the property to Bridgewire. The authorized Officer/Director will ensure a documented receipt is issued to the donor.

Items not accepted need to be removed within a week, otherwise the item will be considered abandoned property.

#### **7.4. Leasing Equipment**

Bridgewire has a continual need to acquire new equipment. If anyone has equipment that they would like to lease, they are encouraged to determine if Bridgewire has a current need for it.

Equipment lease will go through similar process steps as the donation process.

The preference in leasing will be to pursue items which are expected to remain at Bridgewire for long periods

##### **7.4.1. RECEIVING PROCESS**

Must get an Officer or Director approval before bringing it in.

The date the items is brought in will be recorded on the item.

Items brought in will be placed in a holding area for evaluation.

If the item is already here (such as a members personal property), it will be subject to normal leasing process steps.

##### **7.4.2. EVALUATION PROCESS**

A Board authorized Officer/Director will assign an Officer or Director or group thereof whom will evaluate the item and its relative value to Bridgewire.

##### **7.4.3. DISPOSITION AND RESULTING ACTION**

The authorized Officer/Director will make final decision with Board concurrence. Approval will result in a lease.

Items not accepted need to be removed within a week, otherwise the item will be considered abandoned property.

##### **7.4.4. END OR TERMINATION OF LEASE**

Four months prior to expiration a renewal process will be started. Renewals need to be completed 60 days before expiration. Bridgewire may terminate at any time without penalty.

If the lease is ended and Bridgewire has made a due diligent effort to renew or have the equipment removed by the owner, it will be subject to our abandoned property policy.

#### **7.5. Abandoned Property**

All personal property unclaimed after 30 days is considered abandoned property. Items will be stored in a 5 – 17 gallon tub or a designated area and charged a storage fee of \$1/day for each tub or 4 sq.ft. of floor area, respectively. After 60 days the accumulated storage fees will be waived in exchange for the abandoned property becoming the property of Bridgewire. Some property may be considered abandoned earlier than the 30 days, where noted in this policy manual.

## 8. STATEMENT OF INTENT

This document is a formal notification that a regular member completes and submits to officially accept a nomination to be elected to the Board of Directors. The document is an acknowledgement of and acceptance of the importance of the position.

## CERTIFICATE OF ADOPTION OF POLICY MANUAL

I do hereby certify that the above stated Policy Manual of Bridgewire, Inc. was approved and adopted by the voting Board of Directors present on the day \_\_\_\_\_ and constitutes a complete copy of the Policy Manual of the corporation.

(signed and dated copy on file)

Secretary \_\_\_\_\_

Date: \_\_\_\_\_

## REVISION HISTORY OF DOCUMENT

Rev	Adoption Date	Sections Changed	Reason for Change
1	2015-09-??	Original Version	This is the first managed document consisting of previously posted, unposted, and new rules
2	2016-04-05	All	This is the first approved and released version effective June 1 <sup>st</sup> 2016
3	2017-05-02	All	Most all sections were refined and clarified. Mission Statement revised. Major changes occurred in Sections 2.0 and 6.3. The Section "Organization Operations" was removed and partially shifted to 3.1.7. All changes effective immediately.
4	2020-10-07	Multiple sections	Updated changes approved by board over last 3 years, missions statement and added 2.4.5, 3.2.6, 3.3.6, Section Education classes
5	2021-09-11	Multiple sections	3.1.1 add "or imminent use". 2.4.2 removed one month non-rurring rates. Removed Legacy family, added corporate rates. 1. Revised Mission word order.
	YYYY-MM-DD		