



Gainesville Hackerspace Policies 2026

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MEMBERSHIP DUES

New members are required to pay both the first and last months' dues when joining Gainesville Hackerspace, Inc. This policy gives the organization a buffer period to find a replacement in case a member leaves. Dues are to be paid on or before the 15th of each month. Under no circumstances may dues be waived. If dues remain unpaid, the member's RF ID card access will be suspended. Should dues go unpaid for three consecutive months, the individual's membership will be terminated, and reapplication will be necessary for reinstatement. Members have the option to place their "Membership on Hold" for \$5.00 per month; during this period, key card access is suspended, but it can be reactivated once the member comes off of hold.

MEETING SCHEDULE

Open House meetings are scheduled weekly and take place on Tuesday evenings, beginning at 7:00 PM. The Board of Directors holds regular meetings on the first Tuesday of each month, adjacent to the weekly open meeting. Voting Membership meetings are also conducted on the first Tuesday of the month, either adjacent to or during the weekly open meeting. Each year, between January and

March, the Annual Meeting is held to elect officers, present reports, and discuss matters impacting the organization.

GUESTS

Guests may visit the premises as long as they are accompanied by a General member. The member is responsible for their guest during the visit and must ensure their guest's conduct aligns with the organization's standards. Minors must be accompanied and supervised directly by their member at all times.

AREA CHAMPIONS

Area Champions are volunteer members who take on the responsibility of managing specific areas within the hackerspace, focusing on the health and safety of all members. These individuals serve as the primary contacts for their respective areas, overseeing training, maintenance, and safe operation of tools and equipment. The Board of Directors creates Area Champion positions as needed. Any active member, including current officers, is eligible to serve as an Area Champion.

TOOL USE AND TRAINING

The workshops contain tools that can be dangerous and may cause serious injury if not used properly. Therefore, members are restricted from using certain tools until they have demonstrated their ability to operate them safely. For example power tools, lathes, machining, welding, laser etc. To facilitate this, the hackerspace offers workshops, classes, and certification opportunities for members to gain the necessary skills and approval. A safety orientation is required before key card access.

MEMBER RESPONSIBILITIES

All members are expected to contribute to the maintenance and upkeep of the hackerspace. Tasks include repairing, maintaining tools, and organizing supplies. Each member should contribute at least one hour per month. The third Saturday of every month is designated as a regular maintenance day from 10:00 AM to 2:00 PM.

Additional ways to support the Hackerspace include promotional activities, distributing flyers, tabling at events, managing social media, updating the electronic bulletin board, recruiting new members, volunteering at the Fix-It Clinic, reconnecting with alumni for contributions, fundraising, and grant writing.

These efforts are essential for maintaining both the space and its financial health. For those unable to contribute time, donations are accepted at a rate of \$25 per hour each month.

CLASS POLICIES

Participation in Gainesville Hackerspace activities requires that a current Liability Waiver form be signed. If you are a member, you've already signed this as part of your membership agreement. If you are not a member, please take a moment to review and sign this document now. [Waiver 2025](#)

Class Refund Policy: We know life is hectic and sometimes things come up, but we make commitments to our instructors who dedicate their time and expertise to enable us to provide the best educational opportunities for the HS community. Due to limited seating and credit card processing costs, if you need to cancel your registration for a paid class or event for any reason, we will refund **75%** of your registration fee provided you cancel at **least 7 days** before the class is scheduled to begin. This gives us the opportunity to fill the class and recover costs incurred. No refund will be issued if you do not contact the GHI requesting to cancel your registration at least **7** days before the start of the class. Please notify us of your cancellation at info@gainesvillehackerspace.org

Missed Classes Policy: There are no refunds, transfers, make-ups or deferments for missed classes.

Cancellation Policy: The Gainesville Hackerspace reserves the right to cancel a class for any reason. A class may be cancelled if the minimum number of students for the class is not reached or if weather conditions make it unsafe for instructors or attendees to travel. In the event that we cancel a class, registrants will receive a full refund. Students enrolled in a class that is canceled will be notified by phone or email if a valid phone or email address has been provided.

WORKSHOP SAFETY

Safety precautions must be followed - safety glasses, proper clothing, work area cleared, etc . In our workshop Personal Protective Equipment (PPE) must be worn.

Safety Glasses / Ear protection if necessary.

Proper clothing, Closed toe shoes or boots. Tie back long hair, jewelry, or clothing that can get caught in the moving parts of the machine. When a machine is in operation do not put your fingers near any moving parts including blades, belts, motors, or gears. Do not wear gloves when operating power tools.

Laser Cutter: Material Safety: because the laser vaporizes/burns material to produce results it is important to never cut a material that releases caustic or poisonous gases. Do not operate the unit with the cover open. Do not leave the laser unattended if it is operating!

STORAGE OF MATERIALS

We have very limited space to store works in progress. GHI offers storage drawers that allow our members to store personal tools, materials for a project, protective gear, etc. They are available to members for \$10 per month. This additional fee will be billed along with your membership dues each month. Lockers should be used for HS related projects. Please email info@gainesvillehackerspace.org with your request for a drawer.