
Nottingham Hackspace Members Guide Documentation

Release 0.1.0

Nottingham Hackspace

Feb 13, 2019

Contents

1	Introduction	1
1.1	Map of Nearby Useful Things	2
1.2	The Hackspace Online	2
1.3	Hackspace Organisation and Teams	4
1.4	Regular Events	7
1.5	Hackspace Rules	7
1.6	Health & Safety	8
1.7	Young Hackers & Children	8
1.8	Resources and Material Shops	9
1.9	Tools	9
1.10	Donations	10
1.11	Pledge Drives	10
1.12	Storage	10
1.13	Do Not Hack	11
1.14	Comfy Area	12
1.15	The Studio	12
1.16	Craft Room	12
1.17	The Workshop	12
1.18	The Kitchen	13
1.19	The Blue room	13
1.20	Snackspace	13
1.21	Cleaning and Improving the Space	13
1.22	Guests	14
1.23	Questions	14
2	Indices and tables	15

CHAPTER 1

Introduction

Welcome to Nottingham Hackspace, we hope you get a lot out of being a member. The Hackspace can be a bit daunting at first, so we've created this manual to tell you about many aspects of it. In particular; it'll give you some idea of how the space is organised, what's available within it, and some contacts and resources in case you have any further questions.

You might feel a bit reticent as a new member, but it's important to remember that you have as much right to use the space as anyone else, as well as a voice in the monthly Hackspace meetings. This manual should answer a lot of your questions, but if there's anything else please email membership@nottinghack.org.uk

1.1 Map of Nearby Useful Things



1. Hackspace entrance on Alfred Street South
2. Local takeaway and corner shop.
3. Bus stop on Carlton Road: City buses 24, 25, 26, 27, 100. Shoplink S10.
4. Bus stop on Robin Hood Street: City bus 39.

From the Hackspace, the City Centre is a roughly ten minute walk past Sneinton Market and Hockley. Street parking is generally free on the roads around the space, however please be aware that parking restrictions such as double yellow lines are also enforced. The Aberdeen Street Car Park is pay and display with the first hour free. The single yellow line parking is free between 18:00 and 08:00 Monday to Saturday, and all day Sunday.

There is a Nottingham 'Makers Map' which has many useful and interesting places highlighted available here:

<https://goo.gl/LkQ53a>

1.2 The Hackspace Online

Nottingham Hackspace maintains a wide online presence, with sites ranging from our social media and mailing list to our wiki and internal tools like HMS. Our online presence is one of the main ways we attract new members,

communicate with existing ones, and promote our events and workshops. If you're able to help promote us from time to time whether by retweet, share or like, it is a big help toward attracting new people.

We welcome contributions to all these sites; if you'd like to get involved with any please contact the relevant team, who's details can be found in Section 1.3 - Hackspace Organisation.

1.2.1 Websites

Main website - www.nottinghack.org.uk

This is our main public-facing site; where events, workshops and links to other online resources are available.

The website is managed by our Comms team.

Hackspace Management System (HMS) - hms.nottinghack.org.uk/

HMS was developed by Hackspace members to organise and manage our ever-increasing group. Every Hackspace member registers an account on HMS as part of their signup, allowing them to view their Snackspace balance, book time on tools, see our door access codes, and update their contact details when they change. HMS is also used to manage member project and print approved Do Not Hack labels.

To log in, please click the link titled: "Already a member? Login", then enter your username and password.

HMS is managed by the Software team.

Wiki - wiki.nottinghack.org.uk

The Nottinghamhack Wiki is where we store information around projects and equipment, as well as organisation details for big events such as Makerfaire and EMF. As a member please feel free to start a user page to hold build logs of your projects, or when you're collaborating with other members on projects and need a place to store information.

You can use your HMS account details to log into the wiki and make edits.

Planet Nottinghamhack - planet.nottinghack.org.uk

If you blog about Hackspace relevant stuff, projects you've made here or the subject of making and hacking as a whole, you'd be most welcome to contribute your feed to Planet Nottinghamhack. Many members run their own blogs, and Planet Nottinghamhack uses RSS to collect them all into one place. If you would like to be included on this, please open a pull request against the GitHub repository. If you're not sure how to do this then ask on the Google Group.

Members Guide - guide.nottinghack.org.uk

This members guide is available online, where you can also download PDF and Epub versions.

Want to help contribute to this guide? Make a pull request against it on GitHub or talk to the Membership team.

1.2.2 Other forms of interaction

Google Group - groups.google.com/group/nottinghack

The main place for discussion outside of the Hackspace itself is our Google Group mailing list, which is open to contributions from anyone. Please be aware that the mailing list is

Hackspace Newsletter - newsletter.nottinghack.org.uk

There is a monthly newsletter which is a great place to hear about upcoming events and hackspace related activity. You can sign up to the newsletter [here](#)

Facebook - www.facebook.com/nottinghack

Our Facebook page is one of the main ways we promote ourselves to potential new members, whether by sharing photos and videos of events or telling the world about our next big project.

Twitter - @HSNotts

Our Twitter account works in a similar way to our Facebook page, only with 140 characters or less. We'll often tweet while at external events, with pictures of members representing Nottinghack or projects we've taken to demonstrate.

Flickr - www.flickr.com/groups/nottinghack/

The Nottinghack account on Flickr contains all the photos that are automatically uploaded from the Hackspace camera. You can normally find this hanging from a hook on the wall next to the giant "H" in the studio - please take pictures of the project you are working on!

If you are already a member of Flickr, you can contribute photos to the Nottinghack Group as well.

1.3 Hackspace Organisation and Teams

Nottingham Hackspace is registered as a non-profit limited company (Reg. No. 07766826). Surplus after rent and other expenses are used for tools, consumables, and Hackspace improvements (such as infrastructure and refurbishment work).

An elected Board of Trustees comprised of seven people oversee Nottingham Hackspace; ensuring financial sustainability and managing critical issues. All of the board are volunteers, Nottinghack does not have any paid employees or membership tiers. **Members' meetings are held in the Hackspace at 20:00, on the first Wednesday of each month.** These meetings, and votes conducted at the meetings, are open to all members.

Please find details of the board members here: <http://wiki.nottinghack.org.uk/wiki/Board>. Board elections take place each May, any member can stand for election.

Our constitution is also available on the wiki: <https://wiki.nottinghack.org.uk/wiki/Constitution>

1.3.1 Teams

The day-to-day running of the Hackspace is done by every one of our members. Even quick and simple things like tidying up or putting tools back into their proper storage are a great help.

More specific activities are managed by teams within the Hackspace, a list of which can be found below. Please remember the Hackspace is a community and not a service; we can't guarantee tool uptime or material availability. The teams are all members like yourself, who volunteer their time to help make the space better.

Want to get involved in a team? Drop them an email, or ask them when they're in the space.

Safety - safety@nottinghack.org.uk

Safety at Nottingham Hackspace is paramount. As part of this the safety team ensure that protective equipment is available, monitor safety of our tools, and identify any new risks that may appear.

Please remember: **Wear protective equipment when using tools.** Be sure to read, understand, and follow all the safety rules needed for power tools. Using tools properly reduces risk of injury to yourself and others.

3D Printing - 3dprinting@nottinghack.org.uk

The 3D Printing team are responsible for the maintenance, improvements and inductions on our 3D printers. The Hackspace currently owns an Ultimaker+ printer that works with 3mm PLA filament.

3D printer inductions can be requested on the [Induction Form](#).

Communications - comms@nottinghack.org.uk

The Communications team look after our outward facing presence such as our website, newsletter, twitter and facebook. If you have interesting photos of the Hackspace, or something you'd like to ask around promotion, get in touch with them.

Craft & Textiles - craft@nottinghack.org.uk

Craft & Textiles team manage the craftier areas of the Hackspace, to help develop them into appealing areas for all - whether textiles, painting, sewing, dressmaking, or more.

Electronics - electronics@nottinghack.org.uk

Nottinghack has a wide variety of electronics equipment, from soldering irons to PCB manufacturing equipment. The Electronics team is responsible for maintaining and improving our tools and supplies within the electronics area.

Infrastructure - infrastructure@nottinghack.org.uk

With over 7,300 sq. feet of workspace inside Nottinghack, there's a lot of infrastructure that keeps us running. The Infrastructure team manage major improvements and ongoing maintenance of systems such as electricity, plumbing, refurbishment activity.

Laser - laser@nottinghack.org.uk

The Laser team are responsible for inductions and general care of the our laser cutter. Nottinghack was the first Hackspace in the UK to take delivery of an 80W Silvertail A0 laser, and our members have gotten thousands of hours of use from it already.

Laser cutter inductions can be requested on the [Induction Form](#).

Maintainers - maintainers@nottinghack.org.uk

The Maintenance team manage the ongoing maintenance and repairs of the more specialised tools in the Hackspace, such as the laser cutter and 3D printer.

Membership - membership@nottinghack.org.uk

The Membership team manage the membership administration such as answering questions from members new and old, conducting tours during Open Events, managing signups, and much more. Tours of the Hackspace form an integral part of bringing new members into the space; the Membership team are present at events, as well as our Open Nights and Open Days, to ensure visitors see the best of the Hackspace every time.

Metalworking - metalworking@nottinghack.org.uk

With a large metalworking area including several large machines, the Metalwork team take care of all our tools that form, join and shape metal. Please be aware that a lot of the metalwork tools need inductions, this is for both user safety and tool maintenance reasons.

Metalwork tool inductions can be requested on the [Induction Form](#).

Network - network@nottinghack.org.uk

The Network team are responsible for ensuring that the Hackspace stays connected with the outside world, and that our automated services keep talking to each other.

Resources - resources@nottinghack.org.uk

The Resources Team look after all those consumable things in the space, from toilet rolls to Stanley knife blades. Requests from members are accepted and encouraged, and can be submitted either via email, their [wiki page](#), or via the request board in the Hackspace.

Snackspace - snackspace@nottinghack.org.uk

The Snackspace team ensure that the vending machine and fridge are full of treats and snacks to keep you fuelled. The team also manage the Nottingham Material Shop; providing materials for sale such as wood and perspex for the laser cutter, and 3D printer filament.

If you have any requests for the Snackspace team, please contact them on the email above.

Software - software@nottinghack.org.uk

The Software team are responsible for keeping all the automation within the Hackspace running, and there's a lot of it! With major systems such as HMS (for membership management), Gatekeeper (how you get into the space), and Snackspace (how you buy snacks), the Software team support the Hackspace on the path to world optimisation.

The Nottingham repositories can be found [here on Github](#)

Tools - tools@nottinghack.org.uk

The Tools team manage the tools within the Hackspace, ensuring that broken tools are fixed or replaced, and buying new tools to provide more kit to work with. If you find a tool that is broken, it can be reported on our ['Broken Tools'](#) form, please also place one of the bright orange 'Out of Order' tags on it as well.

Woodworking - woodworking@nottinghack.org.uk

The Woodworking team manage the woodwork specific tools within the Hackspace, such as the wood lathe and table saw. Some of the larger woodwork tools such as the table saw require inductions, for user safety.

Woodwork tool inductions can be requested on the [Induction Form](#).

1.4 Regular Events

Our regular Open Hack Night takes place every Wednesday, between 18:30 and 21:00. The public are welcome to come and have a look around, get a tour, talk to willing members about the space, and use the tools and consumables for their projects. We also have regular Open Days on Saturdays, which are organised by the Membership team and promoted by the Comms team.

Exhibition days happen every quarter, these days are where we ask members to come into the space to work and demonstrate their projects, so the public are able to visit the Hackspace and understand more about who we are and what we do.

There are regular workshops, talks and groups on various subjects, which are often member-led and typically open to the public as well. Upcoming events are promoted on our social media, in the newsletter, the Google Group, and on the Nottinghack homepage. We'd love to hear from you if you're interested in running a workshop, a talk, or a regular group. Not sure how to run an event? Our Events team are happy to help you plan and run something.

1.5 Hackspace Rules

Every member and guest of the space is expected to follow the rules.

Below is a summary of the rules, each has its own full description that can be accessed on the rules site at rules.nottinghack.org.uk.

0. **Rule 0: Do Not Be On Fire** It is essential you use the Space safely as a responsible adult.
1. **Membership of the Hackspace** Any person aged 18 or over can join Nottingham Hackspace, by visiting on a open night, providing correct details, and setting up and maintaining a monthly payment into our nominated bank account.
2. **Guests & Visitors** Guests & visitors are **welcome in the Hackspace**. However whoever brings them into the space or lets them into the Space is **wholly responsible for them**.
3. **Be Excellent To One Another** We ask that you respect others when using the Hackspace. Do this by **cleaning up after yourself**, abiding by our **safe spaces** policy and **code of conduct**.
4. **Respect the Hackspace** We ask that you respect the Hackspace. Do this by **cleaning up after yourself**, by being careful not to **damage infrastructure** and by **reporting both damaged/broken tools and infrastructure**.
5. **Do Not Hack** Do Not Hack is an integral part of the Hackspace. Do Not Hack means you are claiming materials, a donation or a project as your own, and requesting that no other members 'hack' the component parts.
6. **UK Legislation** Whilst in the Hackspace you must abide by all applicable UK laws and legislation.
7. **Storage in the Hackspace** Remember that the **Hackspace has limited storage space**. We have designated storage space for **consumables, resources and members' storage**.

8. **Donating to Nottingham Hackspace** Consider the benefit to the Nottingham Hackspace when making a donation. Do this by posting your items and offers to the Google Group. Is there a general consensus from the members about its use or usefulness?

1.5.1 Appendices

1. **Complaints Policy** This is the policy followed by the Trustees when we receive a complaint.
2. **SafeSpaces Policy** This policy sets out what behaviour is inappropriate in that it may amount to harassment.

1.6 Health & Safety

Health & Safety is the responsibility of every member of Nottingham Hackspace. It is the duty of each member to make sure they are safe and not endangering the people around them.

The Hackspace has a lot of potentially dangerous tools available to members; if you are not confident with a tool or machine, or haven't used it before, you should ask to be inducted on it. For machines without specific inductions (see the Teams section), another member will typically be willing to provide advice; the best places to ask are the Google Group or an Open Hack event.

Safety equipment (PPE) is readily available within the workshop; a range of PPE such as goggles, gloves, face masks, and other such items are kept ready for use by all members and topped up on a regular basis.

Additionally, a lone worker alarm with emergency buttons are provided next to the safety equipment. If you are working in the space on your own, it is good practice to keep one of these buttons on you so that you can call for help if needed. Please replace it when you are finished. If pressed, the alarm will call a number of members who live close by.

When in doubt about another member's safety do approach them to discuss it, or raise it with the [Safety Team](#). Every Hackspace member has the right and responsibility to challenge unsafe behaviours.

The following quote provides good guidance on workshop safety: "Before we use any power tools, let's take a moment to talk about shop safety. Be sure to read, understand, and follow all the safety rules that come with your power tools. Knowing how to use your power tools properly will greatly reduce the risk of personal injury. And remember this: there is no more important safety rule than to wear these — safety glasses."

1.7 Young Hackers & Children

Young adults aged between 16 and 18 can join the Hackspace as 'Young Hackers'. The guidance for this is available on request, the key thing to note being that their parents or guardians will need to meet with a Trustee at the Hackspace to discuss the risks within the Space. If you know of someone interested in becoming a Young Hacker, please ask them to contact the [Membership team](#).

Children are welcome at Nottinghack, however be aware that it is primarily an adult environment. While it is unlikely that there would be content overtly unsuitable for children, members may not be watching their language or could be discussing adult topics. In addition to this; the Hackspace has potentially dangerous tools and chemicals which are not locked away, and no specific child-proofing measures in place.

Under-16s, and 16-18 year olds who are not 'Young Hackers', must be accompanied by an adult, and are generally expected to be engaged with the space some way (such as working on a project). Periodically we have events specifically for children of all ages.

1.8 Resources and Material Shops

The Hackspace has stores of items such as wood, metals, electronics, craft supplies, and many other useful things. The boxes containing specific components tend to be near the area that uses them, such as resistors in the electronics bay or needles in the craft room. For more general purpose stock, there are shelves of boxes containing these items in the workshop.

All of these resources are free for members to use. Please bear in mind that they are limited, and most are not core resources that get topped up. If you're needing a large amount of a specific item then purchasing them is typically a better option.

Material shops are present near several of the Hackspace tools; these shops have suitable materials (such as perspex for the laser cutter or 3D printer filament) available for members to buy. We attempt to sell these materials for as close to cost as possible, however all proceeds from purchases go into expanding the ranges available.

1.9 Tools

Nottingham Hackspace has a large variety of tools available for members to use, from smaller items such as hand drills to our larger machines like bandsaws. When using equipment, ensure the area around you is also safe, and don't circumvent safety features. If in doubt please consult the Safety section of the guide.

Please tidy up and put everything back after you've finished using a tool.

1.9.1 Maintenance

If you find a broken tool, or break one yourself, don't panic! Tools break all the time and you are not in trouble. Fill out the [Broken Tools](#) form and apply an orange 'Out of Order' tag to it (or if it is a small tool put it into the broken tools bin near the dusty area).

1.9.2 Inductions

We ask everyone to assess themselves with regards to using the tools - Do you have prior experience? Have you read the manual? Have you looked up safe working practices for the tool? Are you using appropriate safety equipment? Are you aware of others around you and any issues this might raise?

If in ANY doubt, please ask or seek additional training.

Inductions are required on equipment that is potentially very dangerous or that is expensive. At present an induction is required before members can use the following equipment:

- 3D printer
- Laser cutter
- Metal lathe
- Metal milling machine
- Welding equipment

Inductions can be booked via the [Induction Form](#), however bear in mind that inductions are done by other members: please be patient for training slots to appear.

1.10 Donations

No one is obliged to make any extra monetary contribution above their membership payment, however we do accept donations.

1.10.1 Monetary donations

If you would like to make a monetary donation, simply place it in one of the donation pots throughout the Hackspace.

1.10.2 Equipment donations

We only have limited space so at present the general rule is NOT to accept donations of old or obsolete equipment.

We are interested in donations of good-quality components, tools and test equipment. The best way to see if the Hackspace would like a donation of equipment is to make a list, and take photographs, then email these to the Google Group.

Please do NOT bring donations to the space without asking on the Google Group first.

1.11 Pledge Drives

From time to time, you may see pledge drives on the hackspace mailing list. Our tools wishlist is always much bigger than the Hackspace can afford outright for every purchase, pledges allow us to acquire things it might not under other circumstances. Facilities at the Hackspace are directed by the interests of members; especially where large, obscure, or expensive specialist tools are concerned. Previous drives have included: a vending machine, an Xbox Kinect camera, a DIY CNC machine, donations to help Leeds Hackspace, bike parking, a lathe, and replacement parts for a knitting machine, the laser cutter, and the 3D printer.

1.12 Storage

The Hackspace has two storage areas for keeping your projects while they're worked on; member-owned storage boxes for smaller projects and components, and the Large Project Shelves (LPS) for projects which need a little more space. Please do not store projects anywhere else in the Hackspace, we have a lot of members and a fixed amount of space meaning we've got lots to cram in. If you have an oversized project that will not fit on the LPS then please ask on the Google Group before bringing it in.

Any projects outside of a storage box that is not being worked on should be removed from the space, to free up room for other projects to be worked on by other members.

Projects that are actively being worked on are always welcome to be stored in the Hackspace.

1.12.1 Storage Box

As a member of the Hackspace, you are entitled to purchase and store a 35 litre box in the storage box area. A box costs £5, and once purchased stacks with the other boxes within the racks and is yours to use as project storage (subject to the rules around storage of dangerous or flammable materials). To get a box, simply request one from the Membership team at any Open Hack event, and if there is an available box and a spare slot they will help you get set up with one.

Boxes should be marked with an identifying name, so we know who owns each one. Other than that you are welcome to add any other decoration you may wish; some members add their twitter handles or stickers to their boxes.

1.12.2 Large Project Shelves (LPS)

The LPS is an area designed for storing those projects that are too large for a storage box. These shelves are open for use by any member with no payment or booking required, however please be courteous in your placement of a project; with projects of many shapes and sizes there may be ones that take up oddly shaped spaces.

Each month the LPS is audited for projects that fall under the following criteria:

- No DNH label attached
- No name or date on a DNH label
- A date older than three months of the date of audit

Any project falling under one (or more) of the above will have a Notice of Donation label applied, a photo taken, and a list of the projects marked as such posted to the Google Group. Please see below for information on how Notice of Donation labels work.

1.12.3 Notice of Donation (NoD)

A Notice of Donation (NoD) label indicates projects that have not been worked on for three months, or have not been labelled appropriately and found during a storage audit. In essence a NoD label indicates that the project appears to have been abandoned. One month after the NoD label is applied the items will be moved to the donations area, unless the project is updated with a DNH sticker and is being worked on again.

A NoD label will always contain the date that the project will be moved to the Donations area.

1.13 Do Not Hack

Do Not Hack, also known as ‘DNH’, is how you mark your project as a project inside the Hackspace. The skills and tools in the Hackspace mean a wide variety of projects are being constructed at any given moment; a Do Not Hack label (and proper storage) is how you make sure your project can’t be mistaken for simply being components or materials when someone tidies up.

Approved Do Not Hack labels can **only** be generated using the [Hackspace Management System \(HMS\)](#) and will automatically include all the details needed as defined in the Hackspace rules for [Do Not Hack](#).

The letters ‘**DNH**’ on their own **do not** constitute a correct label.

1.13.1 Generating a label

To generate a Do Not Hack label first go to the [Hackspace Management System \(HMS\)](#) and log in.

Once logged in you can navigate to the ‘Projects’ area using the navigation buttons.

Using the ‘Add New Project’ button lets you create a new project, simply completing a title and short description is all that’s required.

Once your project is saved; simply click the ‘Print DNH Label’ option to get your label printed automatically! The printer on the Large Project Shelves will create you a custom sticker containing all the necessary information, ready to be applied.

Note the **Print** button will only appear while in the Hackspace and using the hackspace network.

1.14 Comfy Area

The comfy area is a place where people tend to congregate and socialise. With a projector, soft furnishings, coffee tables, and shelves full of books, it's an excellent place to relax.

A sound system and PC is available for use along with the projector, typically running a flavour of linux. The museum of oddities exists for us to showcase interesting items that we've collected over the years, from decades old consoles to an Amstrad phone. These items are not available for hacking, but if you've got something quirky you'd like to donate for display then feel free to let us know.

The library is available for reading while in the Hackspace, please feel free to make full use of it. We don't currently have a system for lending out books, but this is being worked on.

1.15 The Studio

Our Studio contains many tables to work at, designed for projects that don't require heavier tools or are 'clean' work such as prototyping, programming, craft, etc. At the back of the studio is a large cutting table available for use on cutting material or assembling overly large items. The studio is also currently home to the 3D printer, Snackspace, and several sewing machines of various types.

On the far wall there is a list of benefactors that made it possible for us to move into such a large space. On this wall you can also find the Hackspace camera - please use this to take pictures of your project! The camera automatically uploads to the Nottinghamhack Flickr account, so please ask permission of anyone who would be in the photo as necessary.

1.16 Craft Room

The craft room contains consumables for you to use, as well as specialised tools and equipment for crafty projects. This ranges from basics such as needles, threads, and fabric to kits for lace making, candle making, mosaic tiles, and more.

We are always happy to take suggestions of kits or improvements you'd like to see to the contents of the Craft Room, simply contact the Craft team to get involved.

1.17 The Workshop

The heart of Nottingham Hackspace is the workshop, where you'll find most tools along with various consumables. Facilities in the workshop include:

- General purpose workbenches
- Electronics area complete with oscilloscopes and PCB etching equipment
- Bike parking and repair facilities
- The laser cutter,
- General hand and power tools for joinery
- Large sink plus screen printing equipment
- Metalworking area with metal lathe, milling machine and welding equipment.
- Dusty area
- Spraybooth

Please replace tools back in their correct storage when you have finished with them, and tidy up any dust or mess made by the tools being used.

1.18 The Kitchen

The kitchen is equipped with storage, tea making facilities, a microwave, a dishwasher, a fridge and a freezer. Tea and coffee are always free to members and there is a donations jar in the kitchen for any contributions towards fresh milk and other sundries. Mugs are in the cupboard above the fridge, is also for members to store things such as drinks or lunch. Please label and use everything you keep in there or dispose of it before it goes off. Unlabelled food or items past their sell-by date will be disposed of.

Please recycle! In the kitchen you will find labelled recycling bins for cardboard, cans, plastic bottles, etc.

1.19 The Blue room

The Blue Room is provided as a peaceful area where members can work if there is a large event going on in the main space, wish to work in a small group, or simply wish to work quietly on their laptop or one of the PCs open to use by members. In winter, it's also one of the smaller areas of the Hackspace that can be heated more economically than the other rooms.

The Blue Room contains printers that are available for use by members, please consider a donation for large print runs to help towards the cost of toner and consumables. USB charging points are also available on the central table.

1.20 Snackspace

There is a vending machine for snacks and drinks, which accepts both cash or your RFID membership card.

If you buy items on your membership card you will be automatically emailed an invoice at the end of every month. Time on the laser and 3D printer will also show on this invoice, charged appropriately.

Your card can be topped off using the note machine in the member storage box area. You have access to a maximum of £20 overdraft on your account; once this limit is reached the vending machine will not vend, and tools which require your card will not turn on. There is no limit to how high you can top your card up.

If there's something you'd like to see in snackspace, please contact the Snackspace team to make a suggestion.

1.21 Cleaning and Improving the Space

The Hackspace is run, cleaned, organised, and maintained by every Hackspace member. One of the best things to do as a member is to clear-up just a little bit more mess than you may make, that way the space is more usable for everyone and continues to look good.

Work-surfaces that are regularly used, such as the benches in the workshop & the large table in the blue room, are designated as clear zones. Please make sure to clear these areas after working on them.

1.21.1 Hack-the-space Sundays

These are the first Sunday of the every month, typically starting at midday. Typically concentrating on making a specific area within the space a bit better, for example by improving storage or tools, these days always need lots of members to help out and get involved. There is also clearing, tidying and cleaning the Hackspace as a whole.

We've found having a focus for each Hack the Space day means we can achieve amazing things together: the Comfy Area refurbishment was done by a large group of members pitching in during a Hack the Space day.

1.21.2 Clean-the-space Tuesdays

The second Tuesday in every month is typically a cleaning evening, where members get stuck in to help keep the Hackspace looking great. Please check the Google Group to see if this is happening on a particular month.

1.22 Guests

Outside of Open Hack events guests are welcome at Nottingham Hackspace when accompanied by a member. As the Hackspace contains dangerous tools as well as tools which require induction guests should not be unattended while within the Hackspace; at the minimum a guest should be in the same room as the member hosting them. It's expected that if they're using the space and any consumables or facilities within it, they or the member that invited them makes an appropriate donation. Guest wifi is available, the password is on notices in the Studio.

From time to time we do get people ringing the doorbell of the Hackspace outside of Open Hack events; if they cannot prove they are a member, or you do not wish to host them as your guest, do not let them into the Hackspace.

Please do not give out the wifi password or door codes to people who are not Hackspace members.

1.23 Questions

If you have any questions or requests, the best places to ask are the public group forum (unless your question involves confidential stuff), the IRC channel, or in person at the Open Hack night, which is every Wednesday from 18:30.

Membership enquiries and handled through the membership team: membership@nottinghack.org.uk. If there's anything you can't get answered on the public google group, just get in touch.

If you need to discuss something in private, or have a complaint, please contact the trustees at trustees@nottinghack.org.uk.

We'd like to emphasise that the hackspace is your space as much as it's everyone else's. Just like every other member, you're paying a share of the running costs. We strongly encourage you to get to know other members, ask questions & talk a bit about your own projects. We look forward to seeing you at the space more!

CHAPTER 2

Indices and tables

- `genindex`
- `modindex`
- `search`