



a Carroll Tomorrow initiative

Maker Handbook

500 Old Bremen Rd
Carrollton, Ga 30117
678-890-2333

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General Information

What is the Tinker's Box™?

The Tinker's Box™ is a makerspace designed to help facilitate innovation, STEM education, and commercialization in the Carroll County/West Georgia area. It fosters an environment for creativity, product/software development, and the exchange of knowledge and ideas.

Mission

To provide access to equipment, expertise, and a maker environment which encourages innovation and development of new ideas.

Goals

- 1) Foster regional creativity & innovation
- 2) Commercialization
- 3) Grow new companies and innovation opportunities
- 4) Provide STEM related knowledge

Background

The Tinker's Box™ began development in 2014 through a partnership of several public and private agencies, under the direction of the Carroll County Economic Development Foundation, d/b/a Carroll Tomorrow, a 501(c)(3) economic development public-private partnership. Carroll Tomorrow, owns and operates the Tinker's Box™. The makerspace opened for operation in the fall of 2018

The Tinker's Box is open to individuals, referred to as 'Makers', that are interested in product innovation in the following areas: electronics, robotics, software, and technology applications.

Members are defined as paying individuals, referred to as 'Makers', that receive services and access to equipment in exchange for their payment.

Location/Logistics

The makerspace is located within The Burson Center at 500 Old Bremen Road, Carrollton, Georgia. Six miles south of I-20 on U.S. 27, take Columbia Drive west to Old Bremen Road, turn left. The Burson Center is on the right approximately ½ of a mile.

Monday-Thursday
Friday

8:30AM - 5PM
8:30AM-12:00PM

Evenings & Weekends by Appointment Only

Regular administrative hours are Monday-Thursday (8:30am – 5:00pm) & Friday (8:30am-12:00pm) in conjunction with The Burson Center. Hours may change and makers will be notified as soon as possible via email.

Maker Admission Procedure

1. Make an appointment for an initial consultation and pre-screening. This will be an informal discussion about your needs as a maker and a facility tour.
2. Review the information package which includes: the Maker Handbook, Application for Admission, and supporting documents.
3. Complete the Application/Supporting Documents for Admission and return it to the Director.
4. If approved for admission, schedule & attend orientation.
5. Register for and complete the appropriate training classes with appropriate staff.

The final decision to accept a maker into the Tinker's Box™ is made after the individual or company submits the Application/Supporting documents and completes a background/credit check.

Membership/Fees

All memberships include access to facility, equipment, hackathons, expertise, and training. Workshops, meeting space, office space, business assistance, and camps can be attended or obtained for an additional cost.

Industry- Includes three employee/owner memberships for a corporation.	\$3000/YR
Small Business (less than 50 emps.) - Includes two memberships for owner/employee.	\$2000/YR
Tinker/Hobbyist- Membership for one individual.	\$80/Month
Student (18 years+)	\$15/Month
Visitor Pass (One Day)	\$20

Workshops- Price will vary depending on level of training, consumables required, and additional costs.

Meeting Space- Available through The Burson Center, please refer to facility price sheet for details.

Incubation/Business Assistance- Please refer to the current handbook and pricing list provided by The Burson Center.

Expectation of Makers

1. Makers are required to participate in all ongoing safety trainings provided.
2. Makers are required to complete an orientation before accessing facility, this also applies to daily users.
3. Makers are expected to respect the workspace of others.
4. Makers will have access to equipment and tools on a first-come basis.
5. Makers are expected to abide by all rules outlined in this Handbook.
6. Be cooperative with the news media. Answer questions for visitors and prospective makers.
7. Accept that any destruction or theft of Tinker's Box™ or fellow maker property, including intellectual property, will result in immediate dismissal from the makerspace and all connections to all services offered, and may warrant criminal prosecution.

Service Fee Schedule

Makers of the Tinker's Box™ must sign a Memorandum of Agreement for Services upon entrance. Signature of the MOA defines the limited obligations of both parties as delineated in this Handbook.

Invoices are transmitted electronically (email) to the Maker. **Makers are required to provide a credit or debit card for automatic monthly payments (no cash or checks accepted). All fees will be debited to credit/debit card on file on the 1st of each month or next business day.**

All transactions will reference Carroll Co. Economic Development Foundation.

Suspension of Services/Access:

Any Maker with a 30 day outstanding balance due to credit card rejection or insufficient funds will receive email notification that their **Keycard Access will be suspended 15 days after failure to pay.** Upon receipt of all outstanding fees, including service charges, maker access and programming will be reinstated at the discretion of Carroll Tomorrow.

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Volunteers

Experts, volunteers and student interns will assist with trainings, equipment demonstrations, questions, and more. Please note staff will not be on hand; however, volunteers may be able assist after hours.

Liability & Indemnification

With full awareness and appreciation of the risks involved, I, for myself and on behalf of my family, spouse, estate, heirs, executors, administrators, assigns, and personal representatives, hereby forever release, waive, discharge, and covenant not to sue Carroll Tomorrow, its board members, officers, agents, servants, independent contractors, affiliates, employees, successors, and assigns (collectively the “Released Parties”) from any and all liability, claims, demands, actions, and causes of action whatsoever, directly or indirectly arising out of or related to any loss, damage, or injury, including death, that may be sustained by me or any of the property belonging to me, whether caused by the negligence of the Released Parties, any third-party using the Tinker’s Box™, or otherwise, while participating in any activity while in, on, or around the Tinker’s Box™ and/or while using any facilities, tools, equipment, or materials.

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Carroll Tomorrow shall have no liability to Maker or any other person or entity under any circumstance for any incidental, special, consequential, punitive or exemplary damages, or for loss of profits, revenues, or other economic loss, regardless of whether or not Carroll Tomorrow knew or had reason to know of the possibility of such damages in advance. Without limiting the generality of the foregoing, Carroll Tomorrow shall have no liability under any circumstance for breach of this Agreement in any amount which exceeds the total of all Usage Fees and Training Fees which Carroll Tomorrow has received from Maker hereunder.

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Assumption of Risks

I recognize and agree that my use of the Tinker’s Box™ facilities, tools, equipment, and materials is entirely optional and voluntary. I further understand and agree that such use involves various inherent hazards, dangers, and risks, including without limitation, and only by way of example, the risk of trips, slips and falls; cuts, broken bones, burns, and other wounds to hands, head, feet, eyes and other body parts; serious personal injury and illness, paralysis, permanent disability, and even possibly death; electrical shock; impalement; exposure to dust, fumes, smoke, noise, and vibrations; and accidents due to negligence of other users or Center personnel or vendors, or due to defective or inadequate facilities, equipment, tools, machinery, materials, or due to inadequate maintenance or repair, training, instructions, supervision, first aid and medical treatment, or safety gear. I ASSUME FULL RESPONSIBILITY FOR ANY RISKS OF LOSS, DAMAGE, OR PERSONAL INJURY, INCLUDING DEATH, THAT I MAY SUSTAIN, OR ANY LOSS OR DAMAGE OF PROPERTY I OWN, AS A RESULT OF BEING ENGAGED IN SUCH ACTIVITY, WHETHER CAUSED BY THE NEGLIGENCE OF THE CENTER OR OTHERWISE.

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Indemnifications

Applicants and Makers shall authorize Carroll Tomorrow and The Tinker’s Box™ to undertake background checks (pg. 15) for credit, MVR or criminal history prior to acceptance into the program.

All documentation related to private background checks shall remain confidential and only available to Carroll Tomorrow management, including Donna Lackey.

Equipment Policies

1. Tools and equipment are available to makers on a first come, first served basis.
2. Tools used in the space must be returned by the maker to their original location in a clean state. The workspace also needs to be cleaned before the maker leaves.
3. Maker must have attended orientation and completed equipment knowledge checklist before using equipment.
4. The Tinker's Box TM is only able to provide free consumable materials on a limited basis. The maker agrees to avoid wasting supplies and materials.
5. The Tinker's Box TM does not accept responsibility if a project is destroyed, does not print correctly, or does not work.
6. The Tinker's Box TM reserves the right to halt, delete, or disallow the creation of items that violate our policy, including the creation of weapons, pornography, or illegal items.
7. The Tinker's Box TM does not condone activities related to patent infringement. Patent infringement is the commission of a prohibited act with respect to a patented invention without permission from the patent holder.
8. Covered drinks are welcome in the makerspace. Food is not permitted.
9. If makers have a reservation to use a certain machine, staff will make an effort to contact the patron before he/she comes in to use it if the machine is out of order. This courtesy cannot be guaranteed.
10. The makerspace is not responsible for equipment or files left behind.

Wireless Internet Access

The following codes may be used by makers and/or visitors of the Center:

Maker Name:	Tinkersbox
Wireless Passcode:	500Maker

It is required that all Burson Center network makers maintain up to date and reliable anti-virus and spyware protection installed on all personal computers or devices.

Prohibited Activities- IT & Data Usage Policies

It is contrary to the Tinker's Box TM policy for any of its makers to effect or participate in any of these activities (whether actual or attempted and whether directly or indirectly). Each of the following Prohibited Activities constitutes abuse of The Tinker's Box's TM services, network and facilities:

1. Posting or sending messages substantially similar in content to Usenet or other newsgroups, forums, listserv, or other similar groups or lists;
2. Posting or sending messages, articles, or other content to a List which are off-topic according to the charter or other owner-published FAQs or descriptions of the List;
3. Sending unsolicited commercial messages or communications in any form (SPAM);

4. Falsifying maker or other service related information, including, but not limited to, intentionally omitting, deleting, forging or misrepresenting transmission information, including headers, return mailing and Internet protocol addresses, provided to The Tinker's Box™ or its makers, or engaging in any activities or actions intended to withhold or cloak maker's identity or contact information;
5. Engaging in any other activity that: violates a law or regulation (including, but not limited to, libel, slander, invasion of privacy, harassment, obscenity, child pornography, export laws and regulations, and infringement or misappropriation of another party's copyrights, trademarks, patents, trade secrets or other intellectual property rights); threatens the integrity and/or security of any network or computer system (including, but not limited to, transmission of worms, viruses and other malicious codes and accessing any device or data without proper authorization); attempts to use The Tinker's Box™ services in such a manner so as to avoid incurring charges for or otherwise being required to pay for such usage; otherwise degrades or interferes with other makers' use of a service; breaches a third party non-disclosure agreement or obligation, or violates generally accepted standards of Internet or other networks conduct and usage, including, but not limited to, denial of service attacks, web page defacement, port and network scanning, and unauthorized system penetrations.
6. Engaging in any of the activities listed above by using another provider's service, but channeling the activity through the Tinker's Box™ is strictly prohibited.

Failure to adhere to these IT & Data Usage policies will result in immediate dismissal/eviction from the makerspace and all connections to all services offered without refund.

Facilities Usage

- Lockers should be used for storage of belongings and projects.
- Follow all safety guidelines as discussed in the 'Safety 101' class and as posted in the space.
- Trash must be emptied into the outside trash receptacle located on the backside of the building.
- Guests are not permitted without prior approval from Donna Lackey. Guests are more than welcome to attend 'Open Houses' or to contact staff regarding membership or a daily pass.
- Doors should not be propped open at any time for any reason.
- Open-toed shoes, flip-flops, shorts, sandals, scarves, loose-fitting clothing, and jewelry are NEVER worn in any makerspace restricted area.
- Drinks are only permitted in the foyer/lounge area.

Please leave all rooms as you found them, returning furniture and equipment to their original locale, and removing all trash to the receptacle at the side of the building.

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Food & Beverages

Covered/Bottled water is welcome in the makerspace. Food is not permitted.

Parking

Free parking is provided. Please lock your vehicle. The Tinker's Box™ is not responsible for the safety of your vehicle and its contents.

Pets & Children

The makerspace prohibits pets inside the building at all times, with the exception of registered service animals. In the event that a domesticated animal is a necessary part of a temporary program or function, Donna Lackey must be consulted prior for approval.

NO CHILDREN under the age of 12 are allowed in the facility. Children ages 12-17 must be accompanied by an adult maker. Also for safety reasons, please do not allow children to wander the facilities unattended for any purpose so as to control security, and limit liability and disruption to the makerspace activities or other Makers. Please respect the facility and all furnishings and equipment.

Security

Makers are issued Keyscan Cards for access at the secure maker entrance. Each maker will be issued one (1) Keyscan Card. Replacement Keyscan Cards are \$10.00 each.

Security is maintained by video and alarm systems throughout the facility. All exterior entrances should be kept closed and locked at all times. Please notify staff if exit doors are left open at any time. Nightly patrols are made by the City of Carrollton Police. In the event of any suspicious activity, call 911.

Do not provide access to individuals who do not have Keyscan Cards at any of the entrances without prior approval from Donna Lackey. Failure to adhere to this requirement will result in immediate dismissal from the makerspace and all connections to all services offered.

Facility Maintenance**Smoking Policy**

There is no smoking anywhere inside or near the entrance doors of The Burson Center or Tinker's Box™. Makers are responsible for proper disposal of cigarette butts and related waste.

Janitorial Services

The common areas of the makerspace are provided janitorial service once weekly and are maintained daily by the staff. Please assist in picking up and cleaning after yourselves as you use the various facilities.

Signage

The Tinker's Box™ will provide all signage for the building, including the makerspace. Outdoor signs are prohibited on the Center grounds. For special events, temporary directional signs may be placed at the entrances for the period of the event provided they are promptly removed at the conclusion of the event.

Supplies/Consumables

The Tinker's Box™ is only able to provide free consumable materials on a limited basis. The maker agrees to avoid wasting supplies and materials. Maker(s) can bring his/her own supplies or purchase supplies for use.

**** These policies are subject to change with written notification by Tinker's Box staff.**

MAKER HANDBOOK REVIEW CONFIRMATION

Please complete the following and sign. Return this form to The Burson Center staff:

I, _____ have read the Tinker’s Box™ Handbook, and understand all policies as described. I and my staff agree to adhere to these policies and regulations as provided.

Signature

Staff

Company Name (If Applicable)

Staff

Date

Staff

Tinker's Box™
Application for Admission (Confidential)

To apply for membership to the Tinker's Box™, please fill out the Application for Admission, Authorization for Background/Credit Check, Memorandum of Agreement for Services, & Maker Profile. Please return to:

500 Old Bremen Road Carrollton, Georgia 30117

-or-

Email: If you would like to submit the application as an email attachment, please contact Donna Lackey (678) 890 2332.

Name _____

Address _____

Company Name (If Applicable) _____

Name Company Employees (If Applicable) _____

Phone _____ Email _____

How did you hear about the Tinker's Box™? _____

Please describe your project & equipment needs: _____

Please describe any experience you may have with the equipment: _____

Do you have plans to commercialize your invention or start a small business? _____

I have read the Tinker's Box Handbook and agree to the terms therein:

Signature

Date

Type of Membership: _____

Tinker's Box™
Maker Profile

Name: _____

Company (If Applicable): _____

Phone: _____

Home Address: _____

Email: _____

Emergency Contact: _____ Phone: _____

If joining as an industry or small business, each employee/individual provided a membership must complete an individual maker profile to be kept on file.

(For Office Use Only)

Date of Admission: _____ Membership: _____

Keyscan Card ID(s) Numbers: _____

Safety Training Completed: _____

Equipment Training: _____

**Carroll County Economic Development Foundation (CCEDF)
The Tinker’s Box™-Maker
Memorandum of Agreement (MOA) for Services**

The purpose of this MOA document is to clarify the contractual obligations between the Carroll County Economic Development Foundation (CCEDF), The Tinker’s Box™ (TB) and _____, hereafter known as Maker.

The TB agrees to provide innovation services and access to equipment, as stated in the TB Maker Handbook. The services and assistance mentioned within the TB Maker Handbook are performed by the TB in an act of good faith which the TB cannot be held liable by the Maker for the positive or negative effects resulting therefrom.

The Maker agrees to make monthly payments of \$ _____, plus agreed upon service fees, to CCEDF for the use of facilities, services, equipment and other related resources as defined by the TB Maker Handbook. Failure to make prompt payment of all fees, including late charges, may be grounds for termination of this contract and eviction of said Maker. In the event of eviction, the Maker shall have three (3) days to remove all personal property. Failure to remove property by deadline will be deemed breach of contract and abandonment, prompting legal action for removal/disposal to be initiated by the CCEDF at the expense of the Maker.

Further, the Maker agrees to comply with all policies, procedures and criteria set forth in the above mentioned Handbook. These policies shall be in writing and available upon request from the TB. Any changes in the policies, procedures and criteria will be subject to change and a notice will be sent out to the Maker ten (10) days prior to the effective date.

All services to the Maker will begin on _____. Amendments to this contract may be made as necessary or required with mutual consent of both contracting parties. It is understood that either party may terminate this contract upon a written, thirty (30) day notice.

Entered into this _____ day of _____, _____.

CCEDF Representative

Maker

Notary Public

(SEAL)

