
Nottingham Hackspace Members Guide Documentation

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Nottingham Hackspace

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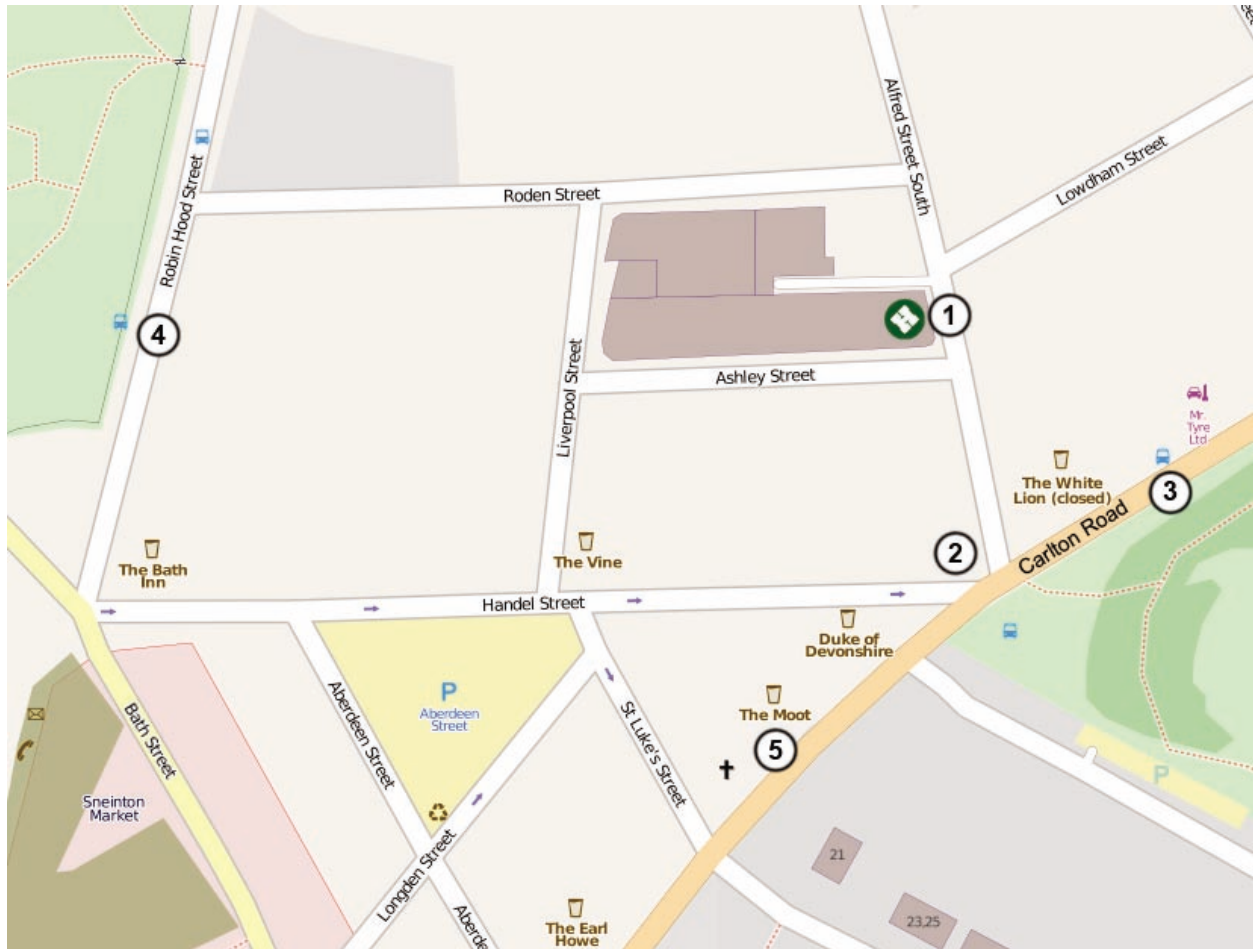
Introduction

Welcome to Nottingham Hackspace. We hope you get a lot out of being a member. The space can be a bit daunting at first, so we've made this manual to tell you about most aspects of it. In particular, it'll give you some idea of how the space is organised, what's available within it, plus 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 now, as well as a vote in the monthly hackspace meetings. This manual should answer a lot of your questions, but if there's anything else, email membership@nottinghack.org.uk

Contents:

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 National Ice Centre is located three minutes walk South West along Carlton Road. The City Centre is about twelve minutes walk West-North-West past Sneinton Market. Street parking is generally free on the roads around the space, though cars are quickly towed when parked on double yellows. The Aberdeen Street Car Park is pay and display, though the first hour is free. The single yellow line parking is free after 6pm until 8am, and all day Sunday.

There is a Nottingham ‘Makers Map’ which has many useful and interesting places highlighted. It is available here:

<https://www.google.com/maps/d/edit?mid=zhOHsGt9wIR4.kdpQCFdye97s&msa=0>

Please feel free to add any other useful resources.

1.2 The Hackspace Online

1.2.1 Websites

Main website

The main website for the hackspace is: www.nottinghack.org.uk. This is our main public-facing site where events, workshops and links to other online resources are available.

Wiki

We run a wiki here: <https://wiki.nottinghack.org.uk/wiki/NottingHack>. You can use your HMS account details to log into the wiki and make edits.

As a new member you should have received a link in your email telling you how to sign up for a Wiki account and submit a feed to our planet - used for blog entries.

Planet Nottinghack

If you blog about hackspace relevant stuff, you'd be most welcome to contribute your feed to Planet Nottinghack. Many members run their own blogs, & this automatically uses RSS to collect them all into one place: <http://planet.nottinghack.org.uk/>. If you would like to be included on this, you just need to open a pull request against the GitHub repository. If you're not sure how to do this then ask on the google group.

Hackspace Management System (HMS)

HMS was developed by hackspace members to organise and manage our ever-increasing group. Every hackspace member has an account on HMS which is accessible here:

<https://lspace.nottinghack.org.uk/hms/>

Then click "Already a member? Login".

Within HMS you can check your Snackspace account (more about that later) and book various tools.

Members Gудie

This members guide is available online via <http://guide.notitnghack.org.uk>

From there you can also download PDF and Epub version

1.2.2 Other forms of interaction

Google Mailing List

The main place we have discussions is the public google group, which is open to anyone: <https://groups.google.com/group/nottinghack>

Facebook

We also have a facebook page here: <https://www.facebook.com/nottinghack>

Hackspace Newsletter

There is a monthly newsletter which is a great place to hear about upcoming events and hackspace related activity. You can sign up to this newsletter here:

<http://nottinghack.us5.list-manage1.com/subscribe?u=a4e59e4c29bd40e76419a037b&id=0a6da449c9>

Twitter

There are two Twitter accounts relevant to the hackspace: * @HSNotts is the general Twitter account, * @Holly533MHz is the voice of our server, tweeting about the various sensors built into the space. The latter account is locked down and we need to verify you as a member before it'll accept a follow request.

Flickr

<https://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.

IRC

There is also a #nottinghack IRC channel, located on chat.eu.freenode.net. There will sometimes be a board member in there on any given day, although traffic is often quiet so don't be disheartened if it seems empty.

1.3 Hackspace Organisation

Nottingham Hackspace is registered as a non-profit limited company (Reg. No. 07766826). If there is any surplus after rent and other expenses have been paid, it is spent on tools and consumables.

There is a seven person board of trustees elected to oversee the hackspace, ensure financial sustainability and vote on critical issues. All of the board are volunteers. **Members' meetings are held publicly, in the hackspace at 20:00 on the first Wednesday of each month.** These meetings are open to all Nottinghack members. Votes conducted at meetings are also 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. There's more information available about our constitution 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 you and every member. The various activities are run by teams, which are outlined here:

Safety

Safety is RULE 0! The safety team shall schedule regular (frequency to be discussed) walk-arounds of the space to identify new safety risks and monitor existing issues. The team shall record any findings and present the details to the membership. “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.” The safety team page is at [Safety_Team](#). Please do get involved via the mailing list.

Tools

The tools team is starting to look at all our tools to see what further tools we need, and what may need replacing. If you would like to help, please email: tools@nottinghack.org.uk There is a wiki page here.

Resources

The Resources Team look after all those consumable things in the space that we need again and again, from toilet roll to Stanley knife blades. Requests from members are accepted and encouraged. For now look at our wiki page and email: resources@nottinghack.org.uk

Craft & Textiles

The Craft & Textiles Team aim to develop the area into an exciting, appealing area for all those interested in crafts - be it textiles, painting, sewing, pastels, wax, candles, dressmaking or design.

Communications

The communications group look after our outward facing presence, such as our website, newsletter, twitter and facebook. More details can be found at [Group:Communications](#), or email newsletter@nottinghack.org.uk

Software

A small group of programmers develops bespoke software for running the hackspace. From Gatekeeper to Snackspace and HMS, the hackspace wouldn’t run without this level of automation. There’s plenty more to do. Nottingham Github account here. Email: software@nottinghack.org.uk

Wiki

This team streamline, clean up and produce high quality content for the Wiki.

Membership

The membership team look after member admin duties, from running HMS and answering questions of new and prospective members, to conducting tours during Open Nights. Email: membership@nottinghack.org.uk

1.4 Regular Events

Every Wednesday from 18:30 is the open hack night. The public are welcome to come and have a look around, talk to willing members about the space and use the tools and consumables.

We lead regular workshops on various subjects which are often member-led. Upcoming events are promoted on the google group, in the newsletter and on the HMS calendar: http://nottinghack.org.uk/?page_id=309. We'd love to hear from you if you're interested in running a workshop too.

Many other regular events happen, which are all member-led. These include: Photography group, Retro Computing group, Bad Movie Night, Music Jam Sessions. Details of these events is usually given in the regular newsletter. Please also see the Google forum for more details about these events and when they are running.

1.5 Nottingham Hackspace Rules's

Welcome to the Nottingham Hackspace Rules. This contains the rules to which every member and guest of the space is expected to follow.

Below is a summary of the rules, each has its own full description that can be accessed via the menu on the left.

1. **Rule 0: Do Not Be On Fire** It is essential you use the space safely as a responsible adult.
2. **Membership of the Hackspace** We ask that you gauge your membership by putting more back into the Hackspace than you take out in use. **The hackspace costs an average of £4.34 per hour to run.**
3. **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**[#]_**.
5. **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**.
6. **Do Not Hack** Do Not Hack is an integral part of the Hackspace. <This doesnt not explain what DNH is>
7. **Abiding by UK Law** <need a brief here>
8. **Storage in the Hackspace** Remember that the **Hackspace has limited storage space**. We have designated storage space for **consumables, resources** and **members' storage**.
9. **Donating to the Hackspace** **Consider the benefit to the 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 Rule 0: Do Not Be On Fire

It is essential you use the space safely as a responsible adult.

We encourage members to challenge **unsafe storage** by other members. If you do not feel comfortable challenging a member, we welcome emails to the safety@nottinghack.org.uk email address.

Wearing **safety gear** at the Hackspace is your own responsibility. We will provide appropriate Personal Protective Equipment (PPE), and we ask if you notice any low supplies please email safety@nottinghack.org.uk.

We encourage the **safe use of tools** and you must self certify that you are comfortable using a tool - except in the case of tools requiring an induction, where the inductor will certify you have been fully inducted.

The Hackspace abides by **The Health & Safety at Work Act**, and points out that you also have responsibilities under this legislation, such as taking reasonable care of others' safety when operating tools and machinery.

When you are working on your own in the Hackspace, **please use the Lone Worker Alarm**. **Please note** this does not contact 999, in case of genuine emergencies you should first ring the emergency services. The official address for the Hackspace is written on various posters and boards throughout the Hackspace.

1.5.2 Membership of the Hackspace

We ask that you gauge your membership by putting more back into the Hackspace than you take out in use. **The hackspace costs an average of £4.34 per hour to run.**

Members who need to contribute more to the Hackspace may be asked to do so.

Should you bring guests to the Hackspace regularly, please **ensure your membership fees cover their access** and usage of the Hackspace.

When a member stops paying their standing order, they will become an Ex-Member. **An ex member will be provided notification of such, and their members box will be emptied** within 2 months of the last standing order payment. This initial £5 is non refundable. If you decide to no longer be a member, please empty your box first. The Hackspace will buy it back from you as long as it is undamaged.

Members must follow and agree to all rules, and membership can be revoked through the grievance procedure.

Joining the Hackspace requires an email address[#]_, your legal name and current address. These details must be kept up-to-date. We use your email address for contact purposes and are required by law to keep members' legal name and current address on record as per <Companies Act section>

Matt's notes: first line should be welcoming. Any person of the age of 18 can join the hackspace, by visiting on a open night, providing correct details and setting up and maintaining a monthly payment into our nominated bank account. The amount you pay is up to you but we ask that you gauge.....

abandoned things, notice served at end of their membership (2 months of non payment)

Joining the hackspace Nottingham Hackspace Ltd is required under <Companies Act> to keep a record of all members' legal name and current address. We use HMS (Hackspace Members System) website[#]_ to keep this information, it is very important that you keep this up-to-date

1.5.3 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**.

You should not let people into the space if you don't know them, or are unsure if they are a member. If you do then you are responsible for them. Feel free to challenge people to authenticate to GateKeeper if you don't know that they are a member.

Included in this are both **children** and **animals** - it is common courtesy to ask on the Google Group before attending the Hackspace with either an animal or a child. The exception to this notification is on open days and nights - members should assume that animals or children may be present at those times.

Please do not leave your animal, child or guest unattended in the Hackspace. They are your responsibility and must be attended at all times.

Guests cannot use tools that require an induction, such as the laser cutter, Myford lathe or 3D Printer.

During Open Days and Open Evenings, all members should be aware that guests, children and animals may be roaming the Hackspace, and must be aware of this.

Please remember that even guests should be challenged if you witness unsafe or rule breaking behaviour.

1.5.4 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****[#]_.

Tasks that always require extra help are emptying the bins and recycling, loading and unloading the dishwasher and keeping our electricity usage down by turning lights off. Remember we ask all members to put in a little more to the Hackspace than they take out - so clean up after others, not just yourself.

Please make yourself aware of our ****grievance policy****[#]_.

Remember that the Hackspace is run by the volunteers for the members, and we ask that you be a **member not a consumer**. Don't be a greedy hacker.

1.5.5 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**.

Please report broken/damaged tools and infrastructure to <maintainers@nottinghack.org.uk>. We are aware accidents happen, and no member should ever be penalised for accidentally breaking a tool.

We also ask that you do not **borrow** tools and remember that the Hackspace is a shared space.

We remind you that whilst we have no issue with you using the tools and the Hackspace to further your business endeavours, that the Hackspace should not be the prime means or location your business, whether in production or end-to-end operation.

We **do not** guarantee uptime on tools at the Hackspace.

We ask that you **do not arrange deliveries** to the Hackspace, as there is no delivery access for the building.

1.5.6 Do Not Hack

Do Not Hack is an integral part of the Hackspace. <This doesnt not explain what DNH is>

When labelling something with Do Not Hack your label must include: * Name * Description of project * Contact Email * Shelf Location (if on the colour coded large project shelves) * Date Started * Date Predicted for Project End

Infrastructure and tools may be labelled and shouldn't be hacked.

When a project is left unlabelled, the Trustees or other members may note this, and **mark it as unlabelled**. If something remains unlabelled for 3 months, it **will be disposed of**.

1.5.7 Abiding by UK Law

<need a brief here>

Whilst in the Hackspace you must abide by all applicable UK laws. This includes, but is not limited to: * Health & Safety at Work, etc Act 1974 * Health Act 2006 - Smoking ban * Illegal activity such as bringing explosives and offensive weaponry into the Hackspace * Mishandling of items covered by the Violent Crime Reduction Act 2006

Additionally we will, at times, go above and beyond current legislation if we feel it is appropriate. For this reason, vaping (use of e-cigarettes) is not permitted inside the space.

We also have some rules relating to our lease. Such as, **no sleeping in the space**, our ****safe spaces****[#]_ policy and our ****constitution****[#]_.

We ask that you make yourself aware of these policies.

Property is left in the Hackspace at the owner's risk, Nottingham Hackspace Ltd accepts no liability for lost or stolen items.

1.5.8 Storage in the Hackspace

Remember that the **Hackspace has limited storage space**. We have designated storage space for **consumables, resources** and **members' storage**.

Members are entitled to a **35l storage box**. You can buy a box from any of the Membership Team or Trustees for £5. You must label your box with your full name - please do not use a pseudonym. A contact method (such as email) is also appreciated on the label, to help identify the owner of a box.

If you are working on a project that is too large for a 35l box you can store it on the Large Project Shelves. It can be stored there whilst it is actively being worked on, and must always be labelled according to our **Do Not Hack** rules.

If your project is too big for the Large Project Shelves, a storage request must be made on the Google Group.

If you wish to **store solvents**, they must be stored in the members' section of the solvents cupboard. Please see **Rule 0** for details.

If you use the **spray booth**, you can of course leave your project to dry in the spray booth for up to 24 hours, however please ensure it is labelled with a Do Not Hack sign as well as being aware it may need to be moved to accommodate use of the booth.

Chemicals, solvents and flammables must always be labelled and kept in appropriate, sealed containers. Flammable liquids (oils, solvents, cleaning fluids etc.) should be kept in the **solvents cupboard**.

If you are bringing in solvents, they must be stored appropriately. This is in the members' section of the **solvents cupboard**. Do not store solvents in your members box or on the Large Project Shelves. Solvents must be labelled appropriately and sealed appropriately. Store in appropriate containers (ideally the one it came in).

You can find more information about bike storage here <link to wiki with below info>.

In respect of our bike racks:

You are welcome to use the racks to store your bike in the 'space if: * You are hacking in the space and using the space * You want a safe place to leave your bike if you want to walk into town to shop/go to the cinema etc for a short period of time (ie, a morning or an afternoon)

You should not be using the bike racks: * For storing a bike for more than a day * As storage for a project you're working on * Whilst you go to work every day (Nottingham City Council operate Citycard Cycle Hubs for this purpose)

1.5.9 Donating to the Hackspace

Consider the benefit to the 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?

Remember that the Hackspace has *limited storage space*. Don't bring in things without asking or checking.

Items donated that currently have a storage location (such as kettle leads, LEDs, plugs and pens) should be **placed directly into their allocated space**. Donations to be broken down or repatriated should be left on the **wooden storage rack** at the back of the Hackspace.

Donations left on the wooden rack for **four weeks** will be scrapped and removed from the Hackspace completely.

1.6 Health & Safety

Health & Safety is the responsibility of every member of Nottingham Hackspace.

The hackspace has a lot of potentially dangerous tools available to members, and rather than mess around with them, you should ask to be inducted on any machine or tool you haven't used before. Generally, another member will be available and willing to do this; the best places to ask are the mailing list or at one of the open hack nights.

It is the duty of each member to make sure they are safe and not endangering the people around them.

Safety equipment, such as protective goggles, is readily available within the workshop. We also have hard hats, gloves and face masks.

Your actions in the hackspace are not the liability of Nottingham Hackspace Ltd or anyone else within it. This is simply not true, unfortunately.

https://wiki.nottinghack.org.uk/wiki/Safety_Team

“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.”

safety rep

***Michael to look at. ***

1.7 Children

The Hackspace welcomes children, but please be aware that it is primarily an adult environment. While of course we won't be screening porn or having strippers in the space, outside of workshops specifically aimed at kids, members might not be watching their language. Additionally, the space has some very dangerous tools and potentially dangerous chemicals around. Under 18s must be accompanied by an adult and are generally expected to be engaged with the space in some way, i.e. working on a project of some kind while they're here.

Young adults aged between 16 and 18 can join, but one of their parents or guardians will need to meet with a trustee at the Hackspace to understand the risks involved.

Periodically, we do have events specifically for children of all ages.

1.8 Resources

In the hackspace you'll see stores of things like wood, metal and electronics components. There are also boxes full of general hardware, enclosures, etc and craft resources such as fabrics, buttons, threads and zips.

All of these resources are free for members to use.

Please don't take too much. “Too much” is down to your judgment.

1.9 Tools

We have a lot of tools here that are there for members to use, but some of them are dangerous power tools and some of them are on long-term loan rather than belonging to the space.

If in doubt, or if you've never used a particular tool before, ask someone how to use it safely. It's very important to your personal safety and the ongoing use of the hackspace that you don't mess with dangerous equipment if you're not trained to use it.

When using equipment, warn the people around you and brief them to act safely if you feel it necessary.

Look after the tools, don't circumvent safety features and please put everything back after you've finished using it.

Tools - Maintenance and Inductions

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. Email tools@nottinghack.org.uk with details of the broken tool, and make sure others don't try and use it - if it is a small tool put it into the broken tools bin near the dusty area, if it is a big tool, put a "broken tool" tag on it, which you can also find 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:

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

In some cases, to operate this equipment you will need to use your members RFID card, which is placed on a reader which checks to see if you have been inducted.

1.10 Donations

No one is obliged to make any donations above the membership fee they choose, but people often do.

1.10.1 Monetary donations

If you would like to make a monetary donation for any reason then there are donation pots throughout the space.

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 a photograph and 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. You can ignore these if you want, they exist simply to serve members interests. The tools wishlist is always much bigger than the hackspace can afford, but pledges allow the space to acquire things it might not under other circumstances. Facilities at the space are directed by the interests of members, especially where large, obscure things or expensive specialist tools are concerned. For instance, in the past we've had pledge drives for 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.

1.12 Storage

Any member paying £10 or more in membership per month is entitled to keep a 35 litre box at the space in the storage area. A box costs £5, becomes your property, & stacks with all of the other member's boxes at the space. If you're paying over £20, then you're welcome to keep two boxes if you need them. The best way to get one is to pay in cash at an open hack night, or when you're in the space with a board member. If you have a box, we ask that you put your real name and some contact details on it. Some members also put their Twitter names on their boxes too.

The Large Project Shelves (abbreviated to LPS) work on a three to six monthly cycle. Once every three months, the shelves are audited. Any project not adequately labelled (see Do No Hack section) is marked as such. If it remains on the shelves in three months time, still inadequately labelled, it will be removed from the Hackspace.

Projects are welcome on the shelves for as long as is required - as long as they are adequately labelled and worked on every three months. Projects that remain on the shelves for six months without being worked on will be removed from the Hackspace.

1.13 Do Not Hack

If possible please take any projects home with you after working on them. This helps to reduce clutter and make sure work space is available to everyone

If you really do need to store a project outside of your 35l box, please only do this on the large storage shelves within the studio area.

All projects should be recently worked upon as we do not want lots of half-finished projects taking up space. If your project has not been worked on for more than three months then it may be removed from the hackspace.

To ensure this make sure to securely attach a "do not hack" sign, along with your name, contact details & the date.

"Do Not Hack" signs ***MUST*** have a ***name, contact details*** and ***date*** on them to be valid.

You must also fill in the list on the end of the shelves along with the last date the project was worked upon.

1.14 Comfy Area

The first room you enter at Nottingham Hackspace is the comfy area, where people tend to congregate and socialise.

This is a comfortable area with a sound system, cinema and the museum of cool looking stuff that we like to have around but don't really want to hack.

1.15 The Studio

In the Studio there are many tables to work at, where people work on projects that don't require the heavier facilities. At the back of the studio is a large cutting table positioned in front of the Craft Room. On the far wall, there is also 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. This automatically uploads to the public hackspace Flickr account, so no rude pictures please!

1.16 Craft Room

The craft room contains consumables for you to use. This ranges from basics such as needles, threads and fabrics to kits such as lace making, candle making or mosaic tiles.

You are welcome to use any of the goods in the craft room, but we ask you keep the area free of projects and do not leave clutter in the space, as the room is small.

We are always happy to take suggestions of kits or improvements you'd like to see to the contents of the Craft Room.

1.17 The Wrokshop

The heart of Nottingham Hackspace is the workshop, where you'll find most tools along with various consumables. Facilities in the workshop include workbenches, an electronics bench complete with oscilloscopes and PCB etching equipment, bike parking and repair facilities, a laser cutter, hand and power tools for joinery, a large sink plus screen printing equipment and a metalworking area with metal lathe, milling machine and welding equipment. Some of the tools and facilities in here are on loan from other members.

Please respect things and put them back where you found them.

Ask about anything if you're not sure.

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 replacement stock. Mugs are in the cupboard above the fridge on that side of the room 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.

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 a members-only area of the space. Inside it are several desks, the Nottinghack library, a large co-working table, several printers, a dual screen PC, a drawing table and a large on-wall monitor. It's provided as a peaceful area where members can work if there is a large event going on in the main space. In winter, it's also one of the smaller areas of the hackspace that can be heated economically.

1.20 Snackspace

There is a vending machine for snacks (and electronic kits!), you can pay for these either with cash or using your members RFID card.

If you buy items on your members RFID card then you will be invoiced via an email at the end of every month. Please pay this off using the note machine in the members storage room.

If there's something you'd like to see in snackspace, you can email us at snackspace@nottinghack.org.uk. We currently restock weekly, on a Wednesday.

1.21 Cleaning and Improving the Space

The hackspace is run, cleaned, organised, maintained by YOU - thats every hackspace member.

One of the best things to do as a member is to clear-up just a little bit more, that way the space is more usable for everyone.

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.

We ask everyone to do their bit to keeping the places clean and tidy and ensuring worksurfaces are free for everyone to use.

To help this happen we organise semi-regular clean-the-space evenings and hack-the-space days where we work together to keep the place nice. There is sometimes free pizza.

1.21.1 Clean-the-space Tuesdays

The second Tuesday in every month is usually a cleaning evening. There is sometimes the offer of free pizza to spur people into action. This is member-led, so please check the google group to see if this is happening on a particular month.

1.21.2 Hack-the-space Sundays

These are usually the first Sunday of the every month. We try to make an area within the space a bit better, for example by improving storage or tools. We also do some clearing, tidying and cleaning. The best way to find out if this is happening is to check the google group.

We like to give each Hack-the-space a focus as we find doing this really drives the work and leaves us with something amazing and concrete at the end of the day.

1.22 Guests

Outside of open hack nights, guests are welcome at Nottingham Hackspace if accompanied by a member. It's expected that if they're using the space & any consumables or facilities within it, they or the member that invited them makes an appropriate donation. Please do not give out the wifi password or door codes to people who are not hackspace members.

Guest wifi is available. You can find the password on notices in the Studio.

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!

Indices and tables

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