



Phorge Members Handbook

Welcome!

Thank you for joining Phorge Makerspace!

We look forward to helping you learn more about the tools and equipment that we have available in the makerspace (as well as the new equipment we have arriving soon!). Since we began a few years ago, we have seen an amazing community of makers come together to help make this happen and we are grateful to everyone who has helped contribute along the way.

Phorge Makerspace Mission Statement

To foster an environment where youth and adults can create, learn and collaborate using technology, tools, and community.

What is Phorge Makerspace?

Phorge Makerspace is a 501(c)(3) non-profit organization established in 2018. Phorge is a place for members of our community of all ages to come together to:

- Develop valuable, competitive skills for the 21st century workforce
- Broaden knowledge of current technologies from computer software to electronics
- Participate in hands-on learning
- Incubate businesses and grow them from an idea/prototype into a small (or big) business
- Collaborate with other makers to enhance project experiences
- Provide a safe environment to implement dreams and “create”

Overview of the Makerspace

Here at Phorge, members have 24 hour access (with some stipulations) to over 14 different 3D printers, 2 laser cutters/engravers, vinyl cutting, sticker making, arduino and raspberry pi microprocessors. Phorge also offers waterjet cutting, a full woodshop with a wood lathe, plasma cutting table, welding and machining capabilities for all approved and properly trained members during business hours. Every project idea is welcome, it just needs to be approved by staff and or board members.

2. Membership Information

- **Types of Membership**
 - Individual
 - Family
 - Student/Discounted
 - Corporate
 - Daily
 - Month to Month

- Senior Citizen
- First Responders - Thanks for your service!
- Active Duty Military - Thanks for your service!
- **Membership Benefits**
 - All members have 24 hour access to the clean side of the space.
 - Access to the wood shop, metal shop and water jet are limited to staffing hours and training.
 - Access to certain modeling and drafting software.
- **Renewal and Cancellation Policies**
 - One month prior to your renewal date, you will receive an email with your options.

3. Code of Conduct

- **Respect for Others**
 - **Personal Interaction:** Treating all members and staff with courtesy and respect.
 - **Diverse Backgrounds:** Embracing diversity in all forms, including race, gender, age, sexual orientation, disability, and socioeconomic status.
- **Inclusivity Practices**
 - **Welcoming Environment:** Creating a welcoming and supportive environment for everyone.
 - **Equal Opportunities:** Ensuring equal access to resources and opportunities for all members.
 - **Language:** Encouraging the use of inclusive and non-discriminatory language.
- **Behavior Expectations.** If you can't be nice, be neutral, if you can't be neutral walk away.
 - **ALWAYS BE SOBER IN THE SPACE.**
 - No drugs, alcohol, or intoxicating medication consumption allowed while or before using equipment.
 - Infractions will suspend privileges
 - Be mindful of creating and sharing explicit content, understand that this is a community space and family friendly!
- **Professional Conduct**
 - **Attitude:** Maintaining a positive and cooperative attitude.
 - **Work Ethic:** Demonstrating commitment, responsibility, and diligence in projects and activities.
- **Collaboration and Teamwork**
 - **Communication:** Practicing clear, constructive, and open communication.
 - **Conflict Resolution:** Addressing disagreements and conflicts in a respectful and productive manner.
 - 99% of conflicts can be solved with words. Use them kindly if that fails, reach out to staff or the board and we can find a resolution together.

- **Use of Space**
 - **Shared Resources:** Using shared resources responsibly and considerately.
 - **Cleanliness:** Keeping workspaces tidy and clean after use.

- **Anti-Harassment Policy. Zero Tolerance.** No excuses for harassment of any nature. Any instance will be promptly addressed by staff and brought to the attention of the board. Membership of the offending party will be paused and likely terminated once a report has been filed against them. Individuals who feel as though they have been mistreated or harassed must inform staff as quickly as possible.

- **Zero Tolerance**
 - **Definition of Harassment:** Continued and regular unwanted actions against a victim. Unwanted intimidating, offensive, repeated, or humiliating comments or behavior. Persistently and wrongfully subjecting someone to annoying, offensive, or troubling behavior. Creating a hostile environment.

- **Reporting Harassment**
 - **How to Report:** Written letters, emails are all acceptable means of reporting.
 - **Confidentiality:** All reports will be confidential.
 - **Support:** Staff will provide support however possible within the confines of the law.

- **Political free zone.** Talk about the work you're doing, not who you're voting for.

- **Consequences of Misconduct.** Restrictions in regard to members' use of certain machines, tools and space. Membership suspension and or termination are possible consequences as well.

- **Violation Categories**
 - **Minor Violations:** Leaving the work area dirty or machines improperly shut down. Materials not properly stored or removed from the work area.
 - **Major Violations:** Blatant disregard for safety, using machines the member is not signed off to use. Unattended minors (under 18), harassment of staff or fellow members.

- **Disciplinary Actions**
 - **Warnings:** Issuing verbal or written warnings for misconduct.
 - **Suspension:** Temporary suspension of membership privileges.
 - **Termination:** Permanent termination of membership for severe violations.

- **Appeals Process**

- **Right to Appeal:** Members have the right to appeal decisions made by staff or board members in response to termination or restriction of their membership.
- **Appeals Procedure:** Terminated members may provide a written explanation of events that transpired leading to the termination or restriction. Their report should express how they feel they were unfairly treated or misunderstood and their plan to avoid that mistake in the future. This will be presented and read by the board and staff members, a response will be given after the meeting has been held. Whether or not the member can attend the meeting will be determined on a case by case basis. Reinstating membership is possible but it will be at the convenience of the board and staff not the member.
- **Possible Restorative Actions**
 - **Rehabilitation:** Opportunities for members to rectify their behavior and restore their standing.
 - **Community Service:** Possible community service requirements as part of disciplinary action.

4. Facility Guidelines

- **Access and Hours of Operation.** All members have 24 hour access to the clean side of the space. Staffing hours are subject to change and staff may be out on errands or lunch. Give us a call and leave us a message if you need to get a hold of staff after business hours.

Contact: Shop Phone (307)-429-1164 or if Emergency Contact Penny: (970)-901-7248

- Mon - Sat 9:00am - 7:00pm
- Sun No Office Hours
- Open House on Wednesday @ 5:00pm - 7:00pm

*Hours are subject to change

- **Check-In.** All members MUST sign in on any of the desktops labeled Member Sign In and properly fill out all data asked on the sign up page.
- **Check-out.** All members must thoroughly clean their work area, this includes sweeping, cleaning print beds, removal of any personal materials used and properly shutting down any machines and returning tools to their proper drawer or area. If you are the last person to use the space for the day please ensure lights are off, any unused machines are powered down **and that the door locks properly behind you.**
- **Security Measures. Phorge makerspace is not responsible for any lost or stolen goods.** If you would like a locker, ask the staff if one is available. For the time being there is no fee for renting lockers. You must provide your own lock.

If a piece of equipment looks damaged or is not functioning properly discontinue use immediately, leave a note on the machine and inform staff. As stated above if you are the last member to leave the space for the day please ensure the door locks behind you.

All children under 18 must be accompanied by a parent or guardian.

- **Safety.** Use common sense, watch for ice in the driveway in the winter. Follow training protocols, any member caught using equipment they are not signed off on risks losing their membership. Don't try to be sneaky, **we have cameras**. No member is allowed to touch any camera within the space. Deliberate disregard for safety, theft and harassment are all grounds for membership termination.
- **Cleanliness and Maintenance.** Keep your work area clean, leave it better than you found it if possible. Maintenance tasks will primarily be done by the shop manager.
- **Parking.** We currently have limited parking space directly outside the shop. Do not park in front of the first garage door in the driveway. Please be respectful and courteous, if the lot is full Broadway is your next best option.

5. Equipment and Tool Use

- **General Overview**
 - **Categories:** woodworking, metalworking fabrication, 3D printing, electronics, 3D modeling software, laser cutting/engraving, textiles, waterjet cutting
- **Detailed Listings**
 - **Woodworking Tools:** SawStop table saw, drill press, handheld cordless drills, sanders, wood turning lathe, 16 inch planing, jointing, chop saw, 2 band saws, clamps, glue up staining area, routing table and two electronically guided directed routers with large cutting areas, picture frame building jig.
 - **Metalworking Tools:** Combination TIG/MIG and Stick welder with tables. Drill press, large high end metal band saw, grinders, CNC plasma cutting table, HAAS CNC mini Mill and 2 in spindle bore Precision Matthews metal lathe, Precision Matthews manual mill.
 - **WAZER Water jet.** The Wazer water jet is capable of cutting sheet aluminum, brass, acrylic, ceramic stonework, carbon fiber, rubber, gasket material, titanium and some steels up to ¼ in. (All other materials ½ and below.)
 - **3D Printing:** 17 total printers of all different sizes and capabilities. 5 different Prusa printers, 4 Bambu Labs printers, Creality K1 Max printer, Ultimaker S5 with dual extrusion, Ratriq V-300, Modix Big Box printer. 2 small resin printers and 1 large format resin printer.
 - **Electronics and Robotics:** 20 Arduino microprocessors, multimeters, Raspberry Pis fully equipped soldering station with practice kits.

- **Textiles and Crafts:** Glowforge pro laser cutter/engraver, 80 watt Omtech large CO2 Laser, 50 watt GWEIKE Fiber laser. 4 different sewing machines new and old, embroidery capability, vacuum chamber and pressure chambers for epoxy or experiments, cricket sticker maker and large vinyl cutter
- **Tool Reservation System**
 - Tools and machines can be reserved for limited times through correspondence with the shop manager. Machines will be marked reserved only for the allotted time. Failure to use the machine within that timeframe will result in loss of reservation. Possible loss of privilege to reserve the machines.
- **Proper Use and Care**
 - **Proper Personal Protective Equipment (PPE) must be worn whenever operating equipment!**
 - **Stay focused on the task, distractions lead to accidents. Don't stare at your phone while operating equipment or tools.**
 - **Machine safety equipment must always be in place and never tampered with**
 - Examples: Guards, safety shields, emergency stop switch, sensors and alarms.
 - Be respectful of equipment, mentors and employees. These tools can be expensive and are not your personal property, it is a privilege to use them.
 - Properly log usage of machines through the UpKee QR code placed on each machine. Follow the techniques and methods that were taught to you.
 - Clean and maintain all consumables used on the machine. Report and flag any machines with expended consumables. Log these on UpKeep and notify the shop manager
 - Leave the machine and work area clean and better than you found it if possible
 - Do not leave personal materials on, in or around the machines.
 - Properly shut down/home the machine if required by training.
 - Do **NOT** use the machine if it has been flagged or UpKeep says **MAINTENANCE REQUIRED**. Big red letters are pretty obvious.
- **Reporting Damages or Malfunctions**
 - No matter how bad it gets you can always make it worse. Mistakes happen and if you make one, just be honest about it and we can all learn from it. Lying or failing to notify staff of damaging machines is grounds for membership termination.
 - UpKeep has windows for reporting damages, start with that, take a sticky note, sheet of paper or anything visible to notify other members the machine is out of service
 - Notify the shop manager of any damages or malfunctions through word of mouth, email manger@phorgemakerspace.com or call the shop phone (307)429-1164
 - If a machine is acting strange or erratic, consult Google and use common sense as to whether or not the poor performance is a setting or user error.

- Trust your gut, if something feels really off it, it just might be. Shut it down and report it.

- **Training Requirements**
 - We have multiple avenues for training and encourage self motivated individuals. Several machine training courses can be found on our website. If the machine you'd like to use isn't available through our website, training can be done either one on one with the shop manager, mentor or a board member. We also have classes available with schedules available on our website/facebook or posted inside the space. Completing a class will certify you to use that machine, unless the instructor feels you need more training. So pay attention! Most classes are free for all members!
 - If you'd like to be trained on a specific piece of equipment, reach out to the shop manager or any certified mentors.

- **Certification Requirements**
 - Certifications come with power and with power comes responsibility. Certifications may come in the form of paper or digital certificates, or simply verbal blessings granted by mentors, executive director or the shop manager.
 - All certifications will be annotated and updated promptly by the staff or mentors.

- **Certifications levels**
 - **Level 1**
 - Can use the equipment expressed by the certification or training.
 - **Level 2**
 - Can train other members to use specific equipment (Primarily concerns mentors) Ask about becoming one if you're interested!

6. Workshops and Events

- **Overview of Regular Workshops and Classes**
 - Classes are a free and easy way to get certified on equipment inside the space!
 - Material and machines will be available at little to no cost depending on the class.
 - Sometimes free food!
 - If you'd like to host a class yourself, mention it to director@phorgemakerspace.com we encourage it!
 - Unless otherwise specified the space will have open house/new member night every Tuesday evening of each month from 5:00 PM - 7:00 PM
 - Class schedule will vary based on demand and instructor availability.
 - Schedules will be posted on our facebook/website/discord and bulletin board inside the space.
 - Class sizes are limited so be sure to sign up quickly!

- Workshops are meetings for members to work on group projects or discuss machines or craft. Open to all and a great opportunity to learn something!
- On occasion, part or all of the space may be utilized by the school district or other clubs. The use of space will likely be somewhat limited for those periods.
- **Special Events and Guest Speakers**
 - Every so often Phorge will host an event with a guest speaker. Usually to talk about a new technology or start up. Unless otherwise posted events are free to attend and usually provide free pizza!
 - Guest speakers may be doing demonstrations of certain crafts and techniques as well, a good chance to watch the professionals and learn from the best.
- **Event Proposals and Hosting**
 - Members are encouraged to contribute to the space, and that includes proposals for events or hosting one themselves!
 - If you would like to reserve the space for an event, please email: director@phorgemakerspace.com with details and you will receive a reservation form to fill out.

7. Project Guidelines

- **Project Planning and Management**
 - **Plans are worthless but planning is everything.** - Dwight D Eisenhower
 - One time sales of prototype projects are fine, trying to run a side hustle is not.
 - These are community machines, not your private factory.
 - **Project timeline agreement:** Any member that wishes to house a project within the confines of the space for a period greater than 3 days must complete a form with estimated dates of completion and intent of said project.
 - This form will be approved or rejected by the shop manager.
 - Please do your best to complete your project within the timeframe that you set.
 - Extensions are possible but communication with the shop manager is necessary for an extension.
 - No member is allowed to reserve or use a machine to a degree that limits other members for extended periods.
 - ABSOLUTELY NO guns or weapons manufacturing. There will be NO exceptions for this. Don't ask, we will say no.
- **Beginner/Intermediate projects.**
 - If you're struggling to come up with ideas to get started with a new project, reach out to the shop manager or fellow members/mentors and we can find something together.
 - Single day builds are awesome! No form needed, if a machine is open and unreserved it's yours for the length of the build.

- **Complex/Advanced projects.**

- Highly complex or unique are welcomed in the space but they don't happen easily. Commitment to, and understanding of the project are must.
- Members are highly encouraged to think ahead and plan projects before beginning them.
- An ultimate goal or vision should be clearly stated on some form of media.(not just in your head)
- A list of materials and required machines should be included with the **Project timeline agreement.**
- Large engine,transmission and general vehicle work is strictly prohibited.
- Small car parts manufacture and refurbishment are permitted with permission.
- All engines must be under 50cc and approved by the shop manager.
- All engines must be drained of all fluids and cleaned of grease before entering the space.

- **Material Storage Policies**

- Material shall be provided by the member not the space. Some materials may be for sale by the space.
- Only use your material.
- Large material shall be stored by the member at their own residence.
- Do not leave material on, in or around the machines.
- Small lockers are available for use by members with reservation. That is where members may store any material.
- Material that is not properly stored may become property of the shop manager.

- **Project Display and Sharing**

- If you'd like to display a project and or donate a project, just let the staff know!
- Feel free to add a Made at Phorge Makerspace touchmark!

Intellectual Property and Attribution

Phorge Makerspace values creativity, innovation, and collaboration. To ensure that all members understand their rights and responsibilities regarding intellectual property, the following guidelines apply:

1. **Ownership of Intellectual Property**

- Members retain full ownership of any intellectual property (IP), including but not limited to inventions, designs, artwork, and written materials, that they create using the makerspace facilities and equipment.
- If multiple members collaborate on a project, ownership should be determined by the contributors in advance. Phorge Makerspace is not responsible for mediating disputes regarding IP ownership.

2. Use of Shared and Open-Source Projects

- Members are encouraged to contribute to open-source and community-driven projects. If a member makes their project publicly available, they must specify the applicable license terms.
- Members using shared resources or existing open-source projects must adhere to the original licensing terms and give appropriate attribution where required.

3. Attribution and Acknowledgment

- Members who utilize or build upon another member's work should give appropriate credit in accordance with the original creator's licensing preferences.
- Phorge Makerspace may request permission to showcase member projects for promotional purposes. In such cases, proper attribution will always be given.

4. Use of Equipment and Software

- Members must not use makerspace equipment or software to create works that infringe on the intellectual property rights of others, including patents, trademarks, copyrights, or trade secrets.
- If a member is found to be engaging in IP infringement, Phorge Makerspace reserves the right to revoke membership privileges.

5. Commercial Use of Makerspace Resources

- Members who use makerspace resources to develop products for commercial purposes must acknowledge the role of Phorge Makerspace in the development process where appropriate.
- Phorge Makerspace does not claim ownership or royalties over commercial projects but encourages ethical business practices and proper attribution when applicable.

By using Phorge Makerspace, members agree to uphold these principles to foster a creative and respectful community.

8. Community Engagement

Collaboration and Networking Opportunities

- Collaboration between Phorge and local organizations is one of our founding principles.
 - **Examples:** We tie closely with Sheridan College, other makerspaces around Wyoming, UW, SCSD #2, Sheridan County YMCA and many local businesses.
- If you'd like to connect with some of our sponsors and partners feel free to ask our Executive Director.
- If you know of or have a business that you would like to network with Phorge please let us know.
- Afterschool programs and FFA

- Examples. If a business could benefit from the capabilities of Phorge and is willing to sponsor or start membership for some of their employees. Phorge was instrumental in providing additional masks and medical equipment to the local hospital during the pandemic.
- **Sponsorships**
 - We are very grateful for all of our sponsors. Without them Phorge wouldn't be possible.
 - Our Executive Director is our best point of contact if you or local business would like to sponsor the space.
- **Partnerships with Local Businesses and Schools**
- **Community Outreach Programs**
 - Phorge works with Sheridan Foster Care Exchange and home school families to offer memberships and scheduled activities.

9. Health and Safety

- **Emergency Procedures**
 - Call 911 for any major event or emergency
 - An after accident report will be made after an emergency has been attended to by first responders.
 - If by chance you're bleeding let the staff know so we can properly clean the area.
- **First Aid and Medical Assistance**
 - We do have a first aid kit on site to attend to small cuts and burns if need be.
 - Staff are not paramedics but we are CPR, Heimlich trained.
- **Safety Training Programs**
 - If you'd like hands on training on fire safety ask the shop manager (He is a part time firefighter)
 - Training courses for specific equipment is available through our website.
- **Personal Protective Equipment (PPE)**
 - We have safety glasses, ear plugs, face masks etc. Respirators must be supplied by members, if required, since our masks may not fit members. Members are allowed to use their own PPE if it is serviceable and meets current OSHA standards.
- **Health and Wellness practices**
 - If you're sick, stay home.
 - If you're hungry or tired don't operate machines or tools.
 - Don't attempt to operate equipment if you have an injury or are impaired that prevents proper use.
 - Take care of yourself, also don't stare at your phone while operating equipment.
 - Stay out of the yellow taped areas while others are operating equipment.
 - Never distract members who are operating equipment.

10. Sustainability Practices

- **Recycling and Waste Management**
 - We attempt to recycle cardboard, aluminium and steel. Proper disposal areas for each material are clearly marked.
 - Do not throw batteries in regular trash, we have a proper bin located on the clean side
 - Trash goes in the trash can, not anywhere else.
- **Energy Conservation**
 - Shut lights off if you're the last one in the space
 - Shut down machines and computers after use.
 - Don't touch the thermostat
- **Sustainable Sourcing of Materials**
 - Members provide material, and we encourage them to be conservative and mindful of where it comes from.

11. Feedback and Improvement

- **Member Feedback Mechanisms**
 - Tell us how we're doing through any means that's convenient for you!
- **Suggestions and Surveys**
 - We will conduct most surveys through email regularly at least once a year or more.
 - Open to all suggestions.
- **Annual Review and Updates**
 - This handbook will be continually updated as the space grows in size and complexity.
 - Members will be informed of updates and changes to this handbook whenever they occur.
 - Once a year we will host a Year in review party. All members are **HIGHLY** encouraged to attend. It's an opportunity to connect, show off the things you have made, voice concerns, constructive criticism, praises and gratitude.
 - **Don't miss a party if you can help it.**

12. Contact Information

- **Staff and Leadership Contacts**
 - **Clint Stussi (President)**
 - (307)752-5423 clint@phorge.co
 - **Frank Baca (Founding Board Member)**
 - frank@phorge.co
 - **Spencer Kuzra (Founding Board Member)**
 - spencer@phorge.co
 - **Marty Kjorstad (Treasurer)**

- (contact info) marty.kjorstad@phorgemakerspace.com
- **Timothy Urbanik (Board Member/Mentor)**
 - (406)425-2763 timothy@phorge.co
- **Penny Seittman (Executive Director)**
 - (907)901-7248 penny.siettmann@phorgemakerspace.com
- **Sam Neises (Shop Manager)**
 - (801)214-4102 samuel.neises@phorgemakerspace.com

- **Communication Channels (Email, Phone, Social Media)**
 - mail@phorge.co
 - Shop Phone (307) 429-1164
 - [Phorge Makerspace](#) (Website)
 - [Phorge Makerspace | Sheridan WY | Facebook](#)
 - [phorge_makerspace](#) • Instagram photos and videos

- **Useful Links and Resources**
 - **3D Printing Resources**
 - Makers Muse
 - CNC Kitchen
 - The Next Layer
 - Made With Layers

Appendices

- **Forms and Templates**
 - Event Proposal Form
 - Feedback Form
 - Accident Investigation Form

- **Additional Resources and Reading**
 - Phorge Makerspace Safety Guide

Revision Tracking

Date	Name	Changes	Revision
7/30/25	Original Release	Released to Public	Rev 1

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