



Membership Policy

This document describes the Nova Labs membership policy and the supporting processes and procedures. The focus is on membership benefits and responsibilities. Each section provides a summary of the benefits and restrictions associated with each membership level..

1. Participation and Membership Levels

There are four types of participation in the Nova Labs community: Guest, Attendee, Associate, and Key Member.

Participant Type	When?	Where?	How?
Guest	Scheduled Events	Event Location	Attend a Scheduled Event or Tour
Attendee	Scheduled Events	Event Location	Do This Once: <ul style="list-style-type: none"> • Sign Up on Nova-Labs.org Website • Sign Up on MeetUp • Complete Green Orientation Then: <ul style="list-style-type: none"> • Attend Shop Class, Event, or Tour
Day Pass (Attendee)	Front Desk Hours	Everywhere	<ul style="list-style-type: none"> • Must Be An Attendee Do This First: <ul style="list-style-type: none"> • Buy Pass at the Front Desk for One Time Use Then: <ul style="list-style-type: none"> • Utilize shop tools for which participant is certified or during open shop hours
Associate Member	Open Hours	Everywhere	<ul style="list-style-type: none"> • Must be an Attendee • Must be 16+ Years Old • Pay \$50/month • Change Status on Account Page
Key Member	24/7	Everywhere	<ul style="list-style-type: none"> • Must be Attendee or Associate • Must be 18+ Years Old • Contribute five Hours of Community Service • Pay \$100/Month • Sponsored by Key Member • Approved by Board of Directors

The Guest and Attendee participation levels support our mission to service the outside community. These levels also give the public a path to try out making and learn the value of membership. Thus, it is critical that we treat everyone with respect and consideration as they use our space within the restrictions placed on these levels of participation. Always remember that it is a working lab and untrained or unaware visitors may hurt themselves, or our tools, if we do not carefully supervise and control access in compliance with our safety policy.

Associates and Key Members are the most critical and active part of our community. Without their involvement, ideas, and income from dues, Nova Labs would not be possible. However, while Nova Labs is here to serve our community of makers, our mission and vision also serves the public.

2. Guest

Initial entry into Nova Labs is as a Guest. Guests are visitors who have not completed Green Orientation (GO). An easy way to remember this, is “Guests are no GO.” Guests must be attending an event or on a tour supervised by an event host. This level gives restricted access to the outside community, tour groups, children’s clubs, etc.

Guest Participation Level Details	
Benefits	<ul style="list-style-type: none"> ● May attend public events and classes ● Opportunity to learn about the maker community and Nova Labs
Restrictions	<ul style="list-style-type: none"> ● Must attend organized or scheduled events ● Must sign liability waiver for shop access during open office or other supervised shop practice sessions. Liability waiver required for tool use in all areas of the lab, including Orange Bay, shops, conference rooms, and classrooms. ● Liability waiver is not required for visitor tours ● Not eligible to use tools or equipment independently ● Cannot attend tool sign off classes ● May not use Yellow or Red tools, even during open office ● May use Green tools with supervision
How do I become one?	No pre-requirements Does not need to complete GO

3. Attendee

Once a Guest completes GO safety training and is signed off in our database, the Guest transitions to the Attendee level. An easy way to remember this, is “Guests are no GO, but Attendees are Ready!”

Attendee Participation Level Details	
Benefits	<ul style="list-style-type: none"> ● Register for (and attend) scheduled events ● Tool certification ● Day pass available for limited shop access ● Limited shop useage: <ul style="list-style-type: none"> ○ Use tools as part of a class or other events for which you are registered or invited ○ Use tools on which you are certified independently with a day pass ○ Attend open office hours in shop areas and use non-certified tools for supervised practice ● Attendees may attend open office shop events in any area of the lab
Restrictions	<ul style="list-style-type: none"> ● A day pass is required for independent use of any area or tool ● Must attend only supervised events unless a day pass is purchased
How do I become one?	<ul style="list-style-type: none"> ● Register on nova-labs.org website as an Attendee ● Register on MeetUp ● Read and accept the digital liability waiver and code of conduct ● Complete GO

4. Day Pass (Attendee)

Day passes grant Attendees limited access to the shops. Attendees with day passes can use tools on which they are certified independently and access to the shop doors.

Day passes are available at the front desk during front desk hours, typically M-F 5:30pm to 8:30pm and Saturday and Sunday, 1pm to 4pm.

5. Associate

Associates are members with limited access to the Nova Labs makerspace and fewer benefits at a lower financial cost. Associates are valued members, contributing time and expertise to the community, such as becoming stewards and instructors.

Associates have access when the space is open. Associates receive an access card which allows access to the shop door during open hours.

Associates must be at least 16 years old.

Associate Participation Level Details	
Benefits	<ul style="list-style-type: none">● Access to all spaces during posted open hours or when a Key Member has opened the space.● Eligible to teach classes during open hours.● Use of the following tools: ShopSabre CNC, HP banner printer● May invite visitors into space to accompany them. Visitor must sign liability waivers to access shop tools.● Discounts at various locations and websites (request a list)● May attend member meetings● May serve on committees● May serve as tool and area stewards● Access to Slack
Restrictions	<ul style="list-style-type: none">● Limited access to Nova Labs● Some tool restrictions● Cannot serve on board of directors or occupy incubator office space
How do I become one?	<ul style="list-style-type: none">● Register as Associate on Nova-labs.org website● Accept payment plan at \$50 per month● Must be at least 16 years old● Minors must present age verification

6. Key Member

Key Members have all the responsibilities and rights of an Associate. Key members also have greater access to tools, space, and service opportunities. Key Members are the face of the organization. They give tours, show exemplary shop etiquette, and represent the organization at events. Key members have a responsibility to contribute positively to Nova Labs culture, organization, and community.

Key Membership Participation Details	
Benefits	<ul style="list-style-type: none"> • All the benefits of Associate membership • 24/7 front door and shop door access • Can sponsor Family Key Members: 1st family Key Member free, additional family memberships are \$10 per person, per month • Lockable storage tote in locked Key Member storage area • Limited ability to reserve conference rooms and classrooms for private business and planning meetings for free. Other types of space usage may be approved by the events team on a case by case basis. Subject to room availability. • Ability to occupy incubator office space (limited availability, additional requirements apply) • Ability to rent one or more storage cabinets (limited availability) • Use of Matsuura CNC • Ability to ship materials to Nova Labs • May serve on Board of Directors
Requirements	<ul style="list-style-type: none"> • Attendee or Associate membership • Must be at least 18 years old • Perform at least five hours of volunteer service • Sponsored by a current Key Member
How do I become one?	<ol style="list-style-type: none"> 1. Identify your sponsor 2. Perform five hours of community service 3. Sponsor submits recommendation to Board of Directors 4. Board of Directors approves 5. Change payment to \$100/month on Nova-Labs.org

6.1. Key Member Family Member

To encourage Key Members to make making a family habit, Key Members may sponsor family members for membership without approval from the board. The sponsoring Key Member must ensure that the family member will follow Nova Labs’ policies and procedures before applying for an upgrade in status.

- The first family member is free
- Each additional family member is \$10 per month, per person
- Family member fees are added to the sponsoring Key Member account

The term “family,” as used in this policy, includes and is limited to current spouse, children (regardless of age), domestic partner, sibling(s), and parents of the Key Member who live in the same household.

Key Membership Family Member Participation Details	
Benefits	<ul style="list-style-type: none"> • All the benefits of a Key Member apply and is referred to as a Key Member throughout all other sections of this document • Note that the first member is free while each additional family member is \$10
Restrictions	<ul style="list-style-type: none"> • Must be at least 18 years old for Key Membership • Family members who are 16 will receive an access card that is provisioned for the shop door only • Must live in the same household • Must be a current spouse, children (regardless of age), domestic partner, sibling(s), and parents of the Key Member and live in the same household as the Key Member
How do I become one?	<ol style="list-style-type: none"> 1. Complete GO 2. Ask a Key Member in your family for sponsorship