

STEAM Shed Rules

In order to maintain a high standard of facilities within a safe environment and to ensure everyone's enjoyment, please read and observe the following membership rules:

1 General

1.1 Please use the equipment safely and ensure that your behaviour in the workshops does not constitute a security or safety hazard to yourself or others in the workshop.

1.2 Please report any issues with equipment on the Facebook Group as soon as possible, and if there are any safety or security concerns to hello@wigansteam.co.uk as well.

1.3 Entry to The STEAM Shed is permitted only through the main entrance door – the door directly into the main space from the outside is only for getting to the bins.

1.5 Keep your personal belongings with you at all times. We recommend you do not bring any belongings of value to the facilities.

1.6 If any personal property is found, please place it on the Shelf marked "lost and found". If it looks valuable, notify hello@wigansteam.co.uk Any property that is not claimed within 28 days may be donated to a charitable cause.

1.7 If you are the last Member to leave a room, please ensure that you turn off the lights and any other power sockets, unless directed otherwise.

3 Workshops

3.1 In the interest of safety, no person under 18 years is admitted to the workshops, classes or events without supervision of a Member or responsible adult Guest.

3.2 All equipment has been designed and tested to be safe with correct use. Please ensure for your own safety that you receive full instruction before commencing your use.

3.3 Equipment should be returned to its storage location or left ready for the next Member or Guest's use and turned off at the power, unless otherwise directed.

3.4 At peak times, The STEAM Shed reserves the right to limit use of particular equipment or

the facilities, at their sole discretion.

3.5 Members must clear away all personal belongings and property after use of equipment and bench or desk space.

3.6 The Directors of The STEAM Shed and Trusted Members will be available for assistance with problems connected with the equipment, supplies of Stock and membership enquiries. They will not be available to assist Members with their individual projects.

5 Smoking and Alcohol

5.1 Smoking is not permitted within the facilities.

5.2 Alcohol is not permitted to be brought into the facilities, except by prior arrangement with the Directors.

5.3 Members are strictly prohibited from operating any equipment whilst under the influence of alcohol or a controlled substance.

6 Changes to these Membership Rules

6.1 The STEAM Shed reserves the right to revise and amend these Membership Rules from time to time.

7 Internet Access

The STEAM Shed has internet access. Users of the internet, via Wifi or Ethernet provided in the space, must abide by the [Wifi Policy](#).

8 Safety

The STEAM Shed is at times being improved with new equipment and facilities. The environment and facilities may change day to day as new areas are developed and new equipment brought in. This means that the risks in the space may change.

You must read the [Member's Health and Safety Briefing](#) and abide by the instructions in it (and in any linked documents, such as the risk assessments), and if there is anything you do not fully understand about the Briefing, please contact hello@wigansteam.co.uk. Updates to the briefing will be posted online and notified to The STEAM Shed Facebook group and Member's email list.

9. Access tokens and getting in and out of The STEAM Shed

Your access token / key lets you enter The STEAM Shed. Do not lend it to anyone or give it away – it is not transferrable to other people. If you lose your token inform hello@wigansteam.co.uk as soon as possible. Do not let others follow you in if you've opened The STEAM Shed with your token – they need to swipe in too if they are a Member, and if they are not a Member, they are not allowed in (except to public events arranged with the knowledge of the Directors, or if you are personally escorting them as your Guest). Please ensure the door is closed behind you when entering or leaving the building.

11. Telephone

The telephone in Wigan STEAM for Wigan STEAM and STEAM Shed admin and emergency use only. Don't use it for your personal calls.

If the phone rings and you answer it, please take a message and (if it's not spam!) mail hello@wigansteam.co.uk