

# Welcome to i3Detroit! (version 4.7)

As a community-run organization, we place a lot of trust in each other, and we all help keep things running around here. There's a lot to learn, and this page is meant as a guide. Hang on to it.

If you have a question or issue that you couldn't solve with the information on this page, here are some very knowledgeable members who would love to help you! Call or email any of us with questions. We were all new, once...

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## Communication

The primary forms of communication amongst the i3Detroit community are:

- **Three mailing lists**
  - Public (i3Detroit-public) – The only mailing list available to non-members. Used to announce events which are open to the public and for potential members to reach out to the group
  - Private (i3detroit) – Used to distribute information to i3Detroit members, information about events, and new member introductions (you did send your introduction, right?) among others
  - Announce (i3detroit-announce) – This lower-traffic list contains vital and time sensitive information like parking tickets and space issues. Make sure you see these as they come in!
- **Our own private Slack**
  - Features specific channels for many of our zones, special interest groups (SIGs), and for general chatter
  - A special channel (*#new-members*) for new members (like you!) to communicate and ask questions of each other and veteran members

## Events

In addition to general member meetings (first and third Tuesdays of the month) and board meetings (second Tuesday) there are also a plethora of classes, talks, and other events happening at the space! Check out our calendar at [www.i3detroit.org/#upcoming](http://www.i3detroit.org/#upcoming) for details.

## Rights & Responsibilities

Congratulations on joining our community! Being a member has many benefits, here are just a few you can begin taking advantage of right now!

- Give tours, interviews, and stuff. (There's a merit badge for being quoted in the press!)
- Use every tool you've been checked out on. Check with the owner, listed on the wiki
- Get involved at meetings and via email, and help shape the community
- Host guests, hold events, and share your own interests with the group
- Have your projects featured on the [i3detroit.org](http://i3detroit.org) front page blog. Ask how!

Of course, great power comes with great responsibility. A few of the responsibilities that come with the power you wield as an i3 member are:

- Take out the trash when it's full. You're now one of dozens of part-time janitors!
- Uphold the group's spirit and image, especially on [i3detroit-public](https://i3detroit-public.com)
- Help your fellow members keep after our various messes
- Give tours of the space to curious members of the public
- Make sure every guest signs a waiver and gets signed in by a member, perhaps you

## General Information

- There's a tremendous amount of information collected on the Wiki. Find it at <http://www.i3detroit.com/wiki> Try searching for the name of any tool, for instance.
- Information such as member contact information, records on your membership status, as well as storage plot allocations are stored in the CRM at [www.i3detroit.org/crm](http://www.i3detroit.org/crm) check it out!
- Don't know how to use a tool? Time to learn! Post to the private mailing list or relevant channel on slack. Someone will be happy to set up a time to teach you, but you must ask! Be bold!
- Get yourself one of our fashionable T-shirts in the drawers near the front door! If you need change check the tray in the white fridge.
- If you see something broken at the very least let someone know. It would be even better if you helped fix it, though!
- You have the same rights and responsibilities as every other member, new or "seasoned". If you see someone doing something unsafe, speak up and help them do it safely. *If you need help, ask for it.*
- Remember to always "**Be excellent to each other**"!
- **When talking about i3 Detroit, remember to say "we". You're one of us now – welcome!**



## New Member Registration Form

**Name:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

### i3 Detroit Agreement & Waiver Information

By becoming a Member of i3 Detroit, you are agreeing to follow and live by the i3 Detroit By-Laws that are posted on our wiki. If you choose not to follow our By-laws, you will be asked to leave the community. You also agree to pay your membership dues by the first of each month. If dues are over 30 days past due you will be asked to turn in your key and you will forfeit your membership with i3 Detroit. As a Member you are not allowed to make copies of your Key to the space and you agree not to loan or give your key to another individual. You are responsible to return your numbered Key back to i3 Detroit if you desire to no longer be a Member.

As a Member of i3 Detroit you are agreeing that in the event of being injured or harmed from tool usage, carelessness, or any other unforeseen reason you will not and cannot hold i3 Detroit Incorporated or any other member responsible. You are agreeing to waive your legal rights or personal actions against i3 Detroit or its Members. As a Member you have chosen to act as an individual and accept all responsibilities for any possible accidents, injury, or wrongful doing.

*i3 Detroit has the right to modify or change this Agreement at any time!*

**Member Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

For Internal Use Only

V4.7

Initial \_\_\_\_\_ Member agreement (above) signed/dated  
 Initial \_\_\_\_\_ Phase 1 steps completed  
 Initial \_\_\_\_\_ Phase 2 steps completed  
 Initial \_\_\_\_\_ New member post submitted  
 Initial \_\_\_\_\_ Closedown tour completed.  
 Initial \_\_\_\_\_ On scholarship? (circle one) **Yes | No**  
 Initial \_\_\_\_\_ (If not on scholarship) Dues payment setup  
 Initial \_\_\_\_\_ Key assigned and data in CRM Slot: \_\_\_\_\_ Serial: \_\_\_\_\_ : \_\_\_\_\_

All above must be completed before key issued, please contact [board@i3detroit.org](mailto:board@i3detroit.org) in case of problems.

**Certified by:** \_\_\_\_\_

i3 Detroit Officer's signature

(print name of officer)

Date