



## **Fob System Guideline**

This guideline is to ensure secure, timely and appropriate access to the Makerspace facility.

Access to the makerspace for all members in good standing is controlled by an access control system with a fob reader on the rear door. Fobs are distributed as per our Onboarding Guideline and Membership Guideline.

Software for the access control system is on the Lounge Computer. The login information for the Access Control System is held by the Board of Directors and may be distributed to select members as per the discretion of the board to ensure timely distribution of key fobs. All use of this access must comply with this and all other applicable guidelines.

Fob access may be terminated 14 days after non payment of membership dues or as directed by the board in administering other applicable guidelines. Reactivation may be done by any authorised person after confirmation by the board. The Board will review membership status at the in camera portion of its monthly meeting and update the Fob System accordingly.