



## **Workshop Guideline**

This guideline is to ensure fun informative workshops that impact the Makerspace in a positive way.

Workshops may be taught by members and non-members and are approved by the board in the best interest of the Makerspace. Workshops may not unduly monopolize any workspace or tool. The Makerspace board will work with instructors to book space.

Use of Makerspace branding, resources, media/advertising, and social media must comply with applicable guidelines

A form for proposed workshops is to be submitted to the board for approval. Approval is based on availability, impact on the Makerspace members, and the image of the Kamloops Makerspace Society.

Workshops should maintain low cost or free to remain accessible. A discount or free for Members is encouraged.

Instructors may be remunerated for putting on a workshop at a rate up to \$25 an hour including a maximum preparation and clean-up time of up to an hour each. Remuneration must be recovered in workshop fees.

Any fees for workshops including materials are to be remitted to the Kamloops Makerspace Society. Material purchases will be reimbursed to instructors as per applicable guidelines. Material costs must be recovered in course fees.

No reimbursement or remuneration may be paid if not recovered in course fees.

Private Member



## Workshop Application

Thank you for considering teaching a workshop at Kamloops Makerspace. This form is for use in conjunction with our workshop Guideline. Please familiarize yourself with this and any other applicable guidelines.

Contact Information:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Workshop Name: \_\_\_\_\_

Workshop Description: \_\_\_\_\_

---

---

---

---

---

Proposed Date(s): \_\_\_\_\_

Workshop Cost: \_\_\_\_\_ Workshop Cost For Members: \_\_\_\_\_

Preparation Time: \_\_\_\_\_ Clean Up Time: \_\_\_\_\_ Workshop Duration: \_\_\_\_\_

Workspace(s) Needed: \_\_\_\_\_

Additional Resources Needed: \_\_\_\_\_

---

Instructor(s): \_\_\_\_\_

Instructor Fee: \_\_\_\_\_ (Max \$25 per hr)