

# Guidelines

The following guidelines represent only one part of our working. The other one has been put down in the statutes. Before a person can become a member, (s)he needs to sign the membership formula and thus commit her/himself to all of the guidelines.

## Introduction

The presented guidelines have been worked out by the members and may also be changed by them at any given moment in time. A ChaosMeeting only needs to agree upon the new version then. The authors inspired themselves on the hackerspace [Design Patterns](#) and bullet points which we worked out together with other global hackerspaces in [CCCamp2015 working group](#). Besides, the experience of co-managing the first hackerspace in Luxembourg with [syn2cat A.S.B.L.](#) has been a most essential and influential parameter for the governing of a hackerspace.

## Housekeeping

**ChaosStuff** is being cleaned on a regular base by the local cleaning staff of the building we reside in. Please take into consideration, that every member is still entitled to:

- clean up after themselves
- put things back where they have been taken from
- keeping the place as clean as possible
- wash up the dishes & clean the sink afterwards
- Leftover food, which can't be eaten anymore, belong the trash can outside!
- Don't let your food rotten in the fridge!

## Members Rights & Duties

### Rights

Every member has the right to use the ChaosStuff for his projects. As long as those projects are in line with the clubs goals and the [Hacker ethic](#).

Every member has the right to ask for a storage possibility. We offer a storage box 40x30x22cm with a lid against a small deposit (25€). Personal items and unfinished hardware projects can and should be stored in this storage box. The availability is limited as we can't house storage boxes for every member. Thus a request can be rejected.

### Duties

- Respect and follow the [hacker ethic](#).
- Follow the clubs rules.
- You break it you fix it!

- Housekeeping is for everyone.
- Pay for what you consume.
- Be excellent to each other.

## Visitors

Visitors are always welcomed! However, becoming a regular guest - coming by more than 3 times - means considering becoming a full member.

## Building

The main entrance we are obliged to use to enter and leave, must be **closed and locked** at all times when no members are left in ChaosStuff.

The same rules apply for the club rooms.

Guidelines when leaving the space:

1. Turn off all lights (also those in the toilets)
2. Turn off all non-essential powerstrips
3. Close all doors (of our rooms, toilets and the big, heavy door in the hallway)
4. Lock the doors of our rooms and the entrance

## Emergency

In case of an emergency (fire, medical incident, water leakage, etc.), the following people **must** be notified right **after the emergency services** have been alerted (in order):

| Name       | Telephone          | E-Mail     | Twitter                        |
|------------|--------------------|------------|--------------------------------|
| metalgamer | +352 27-40-20-30-2 | 112@c3l.lu | <a href="#">the_metalgamer</a> |
| virii      | +352 27-40-20-30-4 | 112@c3l.lu | <a href="#">@virii</a>         |
| orimpe     | +352 27-40-20-30-6 | 112@c3l.lu | <a href="#">@GillesHamen</a>   |

If none of the people above answers the phone, write an email to **112@c3l.lu**.

1. on-call communal service (Tel.: +352 47-96-28-69 / Mobile:)

## Conclusion

There aren't any rules but one: **be excellent to each other!**

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