

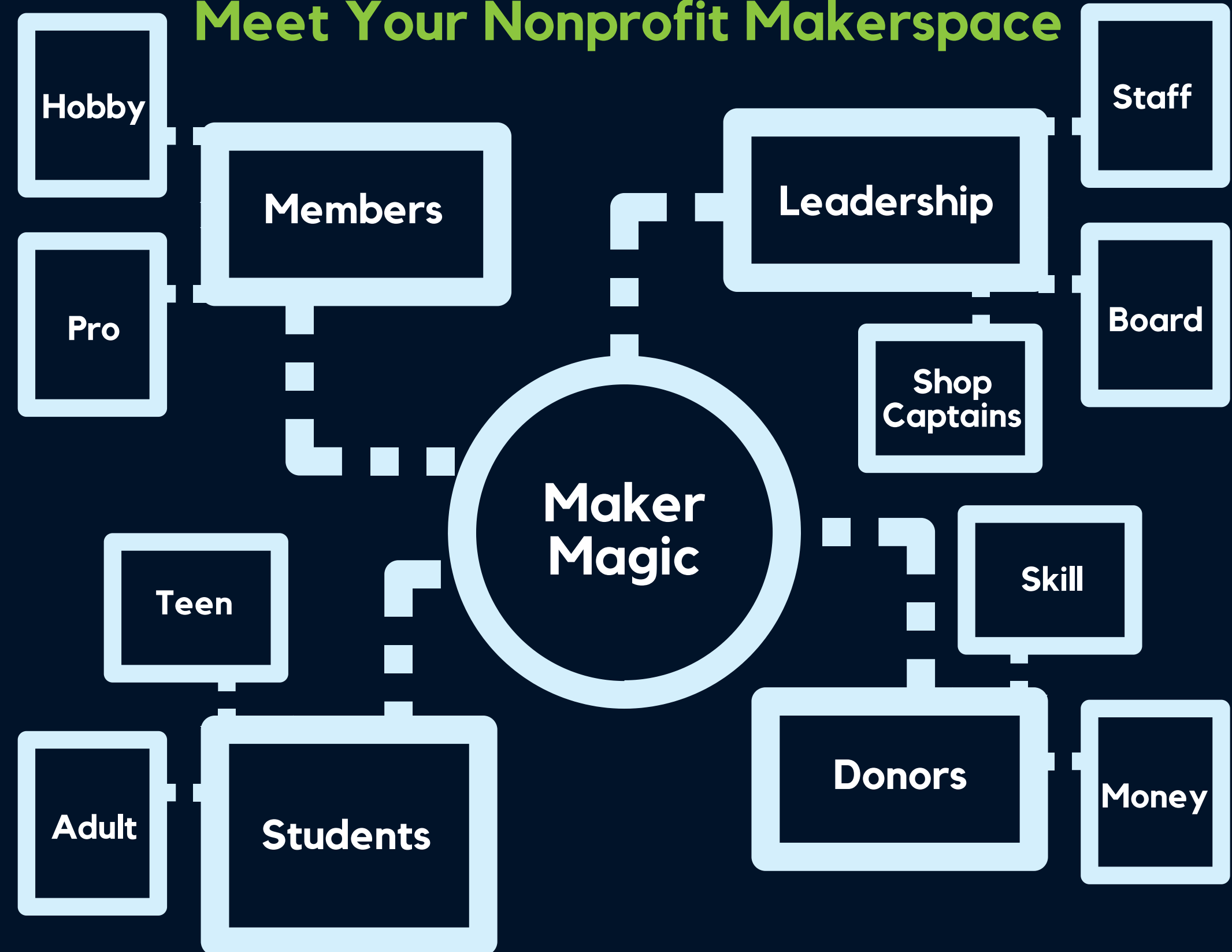
NEW MEMBER ORIENTATION

VECTOR SPACE



Welcome!

Meet Your Nonprofit Makerspace



Our History



Founders Adam & Elise Spontarelli in 2022

2016

2016-2023

2023

Grand Opening

Vector Space opened in February 2016 at 402 Fifth Street. Expansions followed in 2017 and 2020 within the same facility. Founders Elise & Adam Spontarelli are still on staff.

Continued Growth

Over seven years membership grew from 30 individuals to over 200 members. Classes and programs have increased in frequency and demand, focusing on skill-based education for teens and adults.

New Location

In January 2023 Vector Space purchased the property at 2004 Memorial Avenue, doubling workshop space and securing a sustainable future for the makerspace.

Parking & Access

01

Key Fobs

Your key fob, which you'll receive at your in-person Orientation, will grant you 24/7 access to the makerspace. Member doors are painted blue & green (see ★ on the map, right). Please keep track of your fob and do not lose it.

02

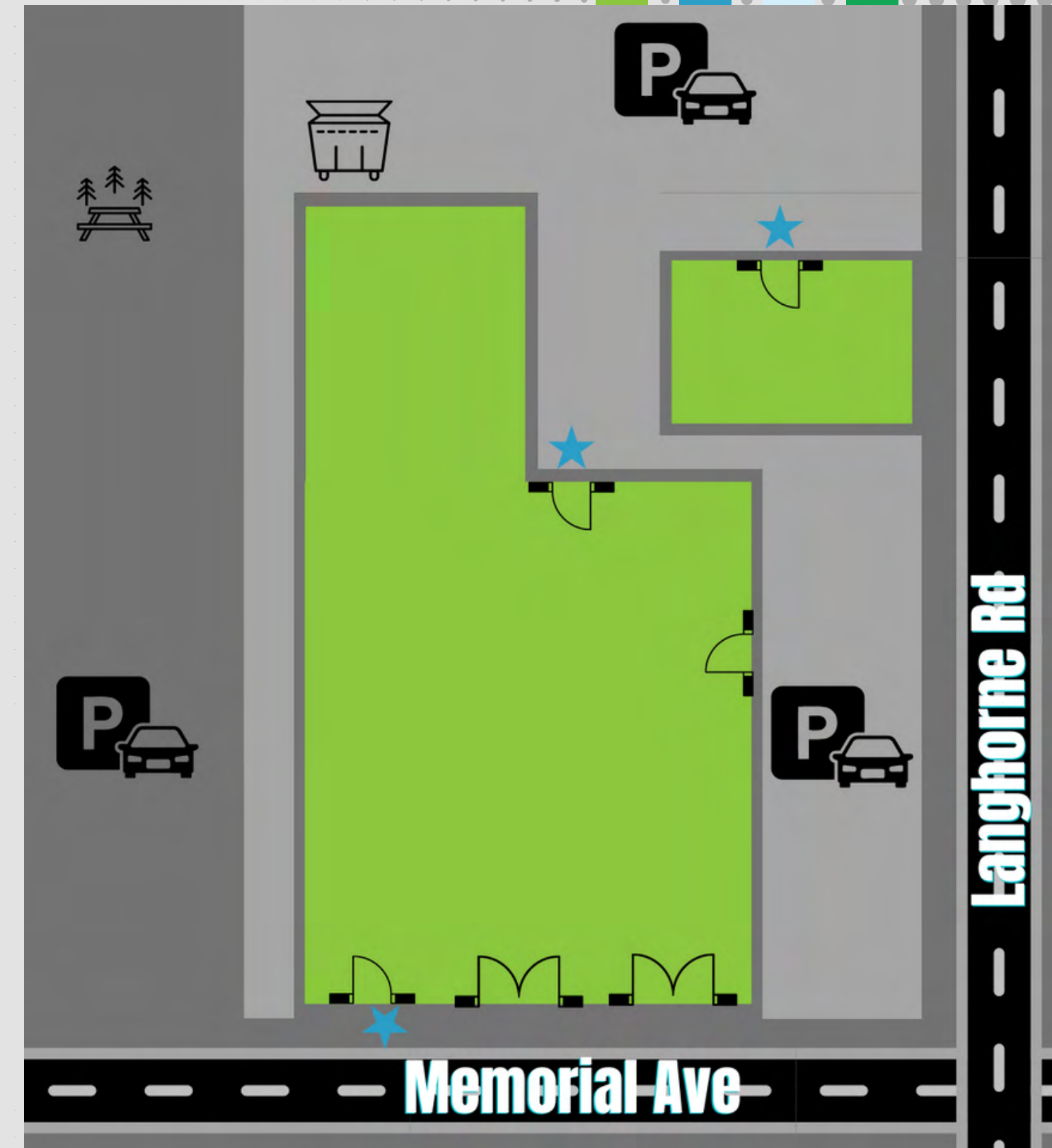
Parking Lots

There are three parking lots: behind the building (access from Langhorne); the gravel lot next to the building (2000 Memorial Ave); and the corner lot at Memorial & Langhorne (small lot).

03

Reminders

Do not leave doors propped open at any time. Members are not responsible for answering doors if a non-member knocks. Lights are on sensors, but make sure you turn off all tools completely.



Policies

- ⚙️ **Drugs -Nope! Notta one. Alcohol included.**
- ⚙️ **Clean up - Every time you clean up you are helping another maker on their arduous journey.**
- ⚙️ **Many tools require safety training. Be familiar with the requirements here.**
- ⚙️ **Minors - Minor makers are allowed limited access. More here.**
- ⚙️ **Storage - Makers are notorious hoarders. Don't let it happen to you. Pay for storage here.**
- ⚙️ **Vehicular Work - There is limited space for car/bus/trailer projects. Fees & info here.**



Shop Captains

Amazing volunteers that keep tools working. If a tool is broken or is missing supplies essential to its operation (welding gas, saw blade, etc), please let the shop captain know via Slack.

Member Meetings

Once monthly, we provide snacks and time to get to know each other, hear the news on what's new and get up to date information on VS happenings. You will be notified via email and Slack about upcoming member meetings.

JOIN THE COMMUNITY

Slack

Slack is an app that lets just Vector Space members communicate quickly and easily. Accessible via phone, browser, and desktop app. You'll get an email invitation to join.

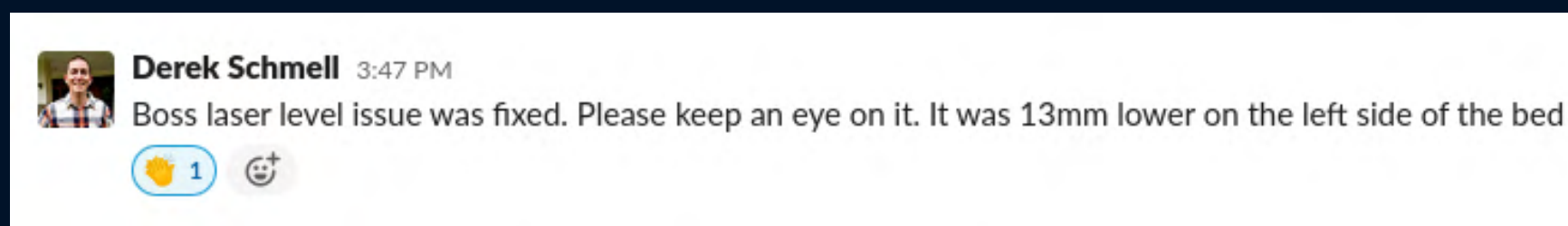
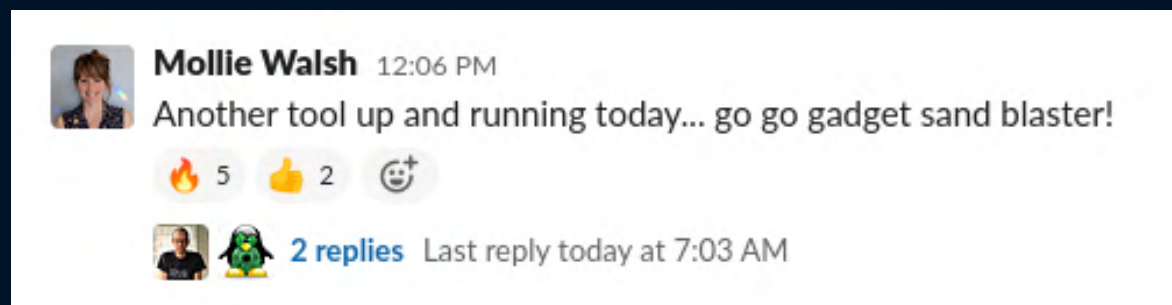
Volunteering

This place wouldn't be able to do what it does without volunteers! Get involved you won't be sorry. Activities like Maker Faire, makerspace improvements and First Fridays are always available.

SLACK 101

Effective Communication

Slack helps us communicate like the boss team we are! It's a messaging app that lets members talk about the weird, exciting or necessary details of being a VS Member. You can use Slack via phone app, web browser, and desktop application. Take a few minutes to adjust your notifications, join your favorite channels, add your photo to your profile, and send out a test message to try it out. Slack is the BEST way to stay informed as a member.



“Tools don't operate themselves, least of which the ones that do operate themselves.”

Maker Culture

Like any community, Vector Space runs on shared values and an agreed upon social contract. Our Culture Deck clarifies why we do what we do. These are the things we stand for, the drivers of our decisions. [Read and live the culture deck here.](#)



Detailed Floor Plan

The makerspace is full of exciting tools and equipment. A detailed floor plan is posted at the space, tools are listed [online here](#), and Tool User Guides are available on the Vector Space wiki: <https://vector-space.org/wiki/Tool-User-Guides>

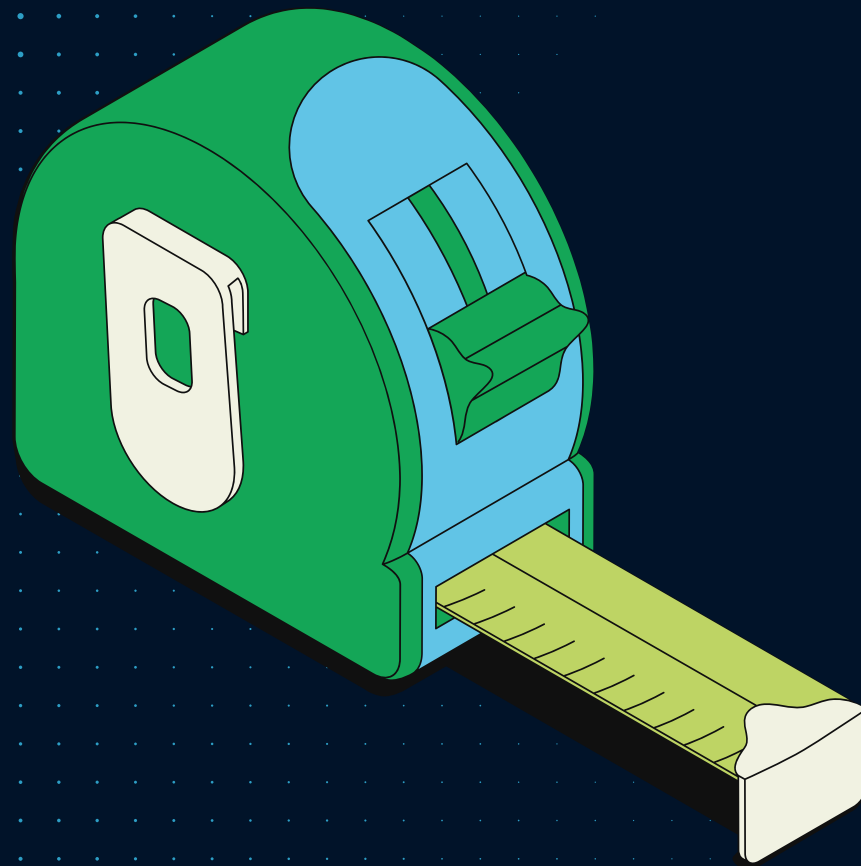


NEED TO KNOW

Helpful Resources

1. Computer login:
 - username: first initial and last name (ex. jsmith)
 - password: temp123
 - Click "Change Password" on the desktop to create a more secure password. Don't forget it!
2. Wifi
 - network: VS2
 - password: fourhundredtwo
3. Slack
 - Click the link in your email or visit vectorspace.slack.com
4. Check the email you've given us to hear about member updates and upcoming maker events.





Safety

- Personal Protective Equipment (PPE) is stored in the Assembly area and in appropriate workshop spaces.
- Eye protection is mandatory downstairs and in the Jewelry/Stained Glass studio.
- Hearing protection is recommended. Please be courteous of nearby members when making loud noises.
- Safety Training is required in downstairs workshops. Training and classes are available but not mandatory in upstairs workshops.

Cleaning

- There is no paid janitorial staff at Vector Space. We rely on each other to keep workspaces tidy, equipment free of scraps and dust, and tools where they belong.
- Full trashcans and bulky trash items should be taken directly to the dumpster behind the building.
- Please keep track of time and wrap up your project with enough time to clean up properly.
- If you need to leave a project at Vector Space, move it out of the workshop and into a storage area, label it with name and contact info, and either pay to store it or return within 24 hours to move it.
- Occasional deep cleaning happens during volunteer days, when members and outside volunteers pitch in to improve the organization and cleanliness of the space.



Personel

01

Staff

Elise Spontarelli - Executive Director
Adam Spontarelli - Facilities Manager
Mollie Walsh - Outreach Coordinator

02

Instructors

Instructors are members of the makerspace and the larger community that are passionate about sharing their skills with others. Classes include workshops and long-term student projects.

03

Shop Captains

Each individual in this heroic group of volunteers takes care of a particular shop area. They schedule member engagement events, keep their areas clean and functional, help onboard new members, and offer knowledge and assistance whenever possible.



[Mandatory] Hot tip: If (when) something goes wrong, please tell someone in a leadership role so that we can keep tools online and running safely for all!



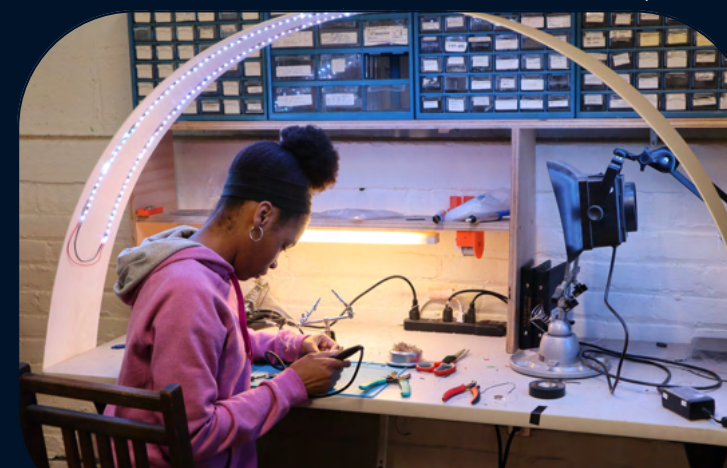
Our leadership team is also passionate about denim.

All that's missing is...YOU!

Membership at Vector Space is a unique opportunity to improve your skills, stretch your creativity, meet new people, and strive for the perfect pun on Slack.

While this is all a lot of fun, it only works if you approach membership willing to contribute to the makerspace as much as you benefit from it. There can be frustrations in a shared work environment, but please keep a positive attitude and ensure that you are being a model member.

Please refer back to this Orientation and the resources on the [wiki](#) as often as needed to stay on track!





YOU DID IT!

Congratulations and thank you for completing
Part 1 of New Member Orientation!



[Click Here to Take the
Orientation Completion Quiz](#)



*Next Step: In Person Orientation (Part 2) at
Vector Space. See your email for schedule!*