

**Policies and Procedures Manual**

**300 2nd St NW**

**Frazee, MN 56544**

**cornerstonefrazee@gmail.com**

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# 1. Introduction

Dear Participant,

The Staff of the CornerStone would like to welcome you to the Frazee Community & Youth Center. To ensure that the community is able to benefit from our services for years to come, please review the information in this packet. The CornerStone Policies and Procedures Manual includes facility information, participation policies, operations, and procedures as well as what is expected of mentors and staff at the CornerStone Community & Youth Center.

**Included in this manual are rules and expectations for Youth Participants. Parents, please review these with your child before they attend the Youth Center.**

The policies in this manual come into effect whenever a staff member, volunteer, or youth participant is in attendance at CornerStone or any event with CornerStone involvement.

For further information or questions about the contents of this manual, please contact a director.

Executive Director:

Mackenzie Hamm

**cornerstonefrazee@gmail.com**

Youth Director:

Sandy Oelfke

**cornerstoneyouthdirector@gmail.com**

**It is our priority to ensure a safe environment for everyone at the CornerStone Community & Youth Center**

# 2. Lower Level Overview

CornerStone Community & Youth Center was created with the mission of partnering to develop a healthier community by providing healthy food, mentoring, physical fitness, arts, culture, and skill building in a safe and caring environment in Frazee. Youth participants are provided a safe place to gather and so much more. CornerStone will teach youth much needed skills for life and leadership. We see future entrepreneurs being developed in the MakerSpace area promoting creativity and fun. Youth will also have free access to a food pantry and full kitchen so no kid goes hungry at the Youth Center.

## PARTICIPATION

### Eligibility for Youth

Open Community Hours (this is when staff/volunteers are present in the facility and doors are unlocked) are for youth who are in or entering 4th - 12th grade. 3rd grade and younger children must be under the supervision of a caregiver assigned by the parent/guardian. If this caregiver is an older sibling, please have a conversation with the staff prior to sending your youth together so we can talk about some expectations. All youth must be under the supervision of an adult on weekends and during extended member hours. Adults accompanying youth are welcome to volunteer or sign up for a membership which supports keeping the center open free for youth. (more info in further sections)

*There is no residency requirement for participation.*

### Youth Sign-up

In order to ensure the success of the CornerStone Community & Youth Center, Youth Participants must sign-up and log in during the hours they attend activities. As part of this process, a parent or guardian must also review and sign the Photo and Liability Waiver before their child may attend. Please indicate any photo restrictions at this time. Youth may visit CornerStone during all open hours and register for special events, trips and activities (which may be subject to additional permissions) as soon as the Photo and Liability Waiver is received.

In order to provide a safe place for participants and mentors, it is important that you notify us of any pertinent personal or medical concerns at the time of sign-up. We ask that you notify us of any changes as they occur so that we can better accommodate the needs of everyone.

### Waiver Renewal and Expiration

CornerStone staff and mentors may review information periodically to keep it up to date, and new Photo and Liability Waivers must be signed every year the child attends the Youth Center. Expired members may not attend CornerStone, special events, trips or activities without supervision until renewal is completed.

### Disciplinary Action

Reasonable effort is always made by staff and volunteers to resolve behavior issues and accommodate individual needs. However, for the purpose of maintaining safety and adhering to the mission of CornerStone, further action may be needed in certain circumstances.

Disciplinary guidelines can be found in Section 4 of this manual.

## FACILITY

The CornerStone building is located in close proximity to the Frazee-Vergas High School on the corner of Birch Avenue and 2nd Street in what was previously the Frazee United Methodist Church. For more information on this generous donation, visit our website at www.cornerstonefrazee.org.

The Lower Level entrance is located on Birch Avenue on the South side of the building. Staff and volunteers supervise members only when they are within the facility and immediately outside the facility doors, or at non-facility CornerStone sponsored activities and events.

The Upper Level entrance on 2nd Street on the West side of the building will be used as public access to the CornerStone Bistro & Coffee Shop. Access to the stairway between the two levels will be permitted for emergency and staff use only.

### Hours of Operation

*Normal Operation: Monday-Friday\*: 9:00pm - 5:30pm*

*Summer Operation: Monday-Friday: 9:00am - 5:30pm*

*Extended Member Hours\*\*: Monday-Sunday: 7am - 10pm*

*\*Extended hours are subject to availability of volunteers/staff from our community*

*\*\*See Membership & Rental for more information*

Days and hours of operation are subject to change due to weather conditions, staffing, special holidays or unforeseen circumstances. CornerStone will attempt to notify members and their families by email of last minute changes, however please monitor our Facebook page and/or website for the most up to date information. Add yourself and your youth to our Remind App: Send a text to 81010 and text this message: @frazee300

***At this time: We will follow the school calendar and follow all related school closings.***

### Drop off and Pick up

All Youth Participants must check themselves in with their Login ID when they arrive and check out when they leave prior to closing. This facility is not a daycare center and staff does not monitor constant youth entry and exit. If you are not comfortable with this policy for your child, CornerStone might not be the right fit for your child at this age yet. CornerStone expects a certain level of responsibility from youth and members. They are expected to know their parents’ expectations for entry and departure and be responsible for contacting them when necessary.

*All Youth Participants must be picked up, walk home or have other arrangements by the end of operating hours.*

Youth will clean up after themselves, obtain their belongings, and be ready for pickup five minutes before closing time. Please make sure your child knows where they are to be picked up if it is at a location other than this at the end of the night. Staff and volunteers cannot leave elementary school students unattended at the end of the night if they are waiting outside alone for a ride.

CornerStone’s policy is to not wait for high school students (grades 7-12) unless there is special need. If your child is in high school and you would prefer a staff member to wait with them in the event of late pickup, you must notify us.

*All youth are responsible for being where they are supposed to be when they are supposed to be there for pick up whether it is at CornerStone or another location. Youth who demonstrate that they are unable or unwilling to have this responsibility may be subject to disciplinary action.*

### Facility Amenities

CornerStone's Lower Level offers a variety of entrepreneurial and recreational opportunities during normal hours of operation.

#### Entertainment: Digital/Electronic

All content provided by the Youth Center is rated appropriate for Teens or younger (PG13, TV14, T for Teen or younger ratings.) Participants are responsible for abiding by the same content restrictions when they bring their own media or access online entertainment.

Online Content is not rated. We understand that members may not be aware of everything contained within all online content. Members are expected to make every reasonable effort to access and play only age-appropriate content.

Excessive swearing, explicit sexual content and drug reference is prohibited. Non-edited versions must not violate these restrictions. Clean or radio edits of songs are required when available. Violation of the content restrictions will result in disciplinary action and may affect the availability of these amenities for everyone at CornerStone.

Please know that there is a wide variety of youth here and many parents have different expectations of what their children are allowed to watch/play. We do our best to make sure youth are not exposed to something not appropriate for their age. Please reach out to us if you have concerns that we should be aware of specifically for your youth.

#### Entertainment: non-digital

Options such as foosball, air hockey, and board games are provided daily. Participants are expected to treat the equipment with care.

#### STEAM Lab Equipment

CornerStone supports a fully functioning STEAM Lab available for free to Youth Participants and for a small fee to other community members. Our new lab for science, technology, engineering, art, and math, represented by the acronym STEAM, engages participants in hands-on activities that inspire creativity and strengthen critical thinking and problem-solving skills.

Equipment supplied by CornerStone may include:

Screen-printing Jewelry Photography/Video

3D-printing Candle-making Culinary Art & Crafts

Laser Engraving Woodburning Building/Legos

Supplies for STEAM Lab are available on a daily basis in addition to the planned, structured activities that are listed on the calendar. The availability of supplies may vary. Participants must clean up all materials they use. Failure to clean up materials may result in usage restrictions without direct supervision. Participants may be required to review instrument use policies and safety procedures prior to utilizing some of the equipment.

Please let the staff know if there is something you would like for the future that is not currently available.

#### Food Pantry

Food is not prepared by CornerStone staff and volunteers on a regular basis, however occasionally cooking activities where food is offered may occur. All Youth Participants will have access to a non-perishable food pantry at no charge and may use any of the ingredients while they are at the Youth Center. Participants may use any of the kitchen items to prepare food. It is expected that anyone utilizing the kitchen will clean up after themselves. Failure to do so may result in disciplinary action. Staff is not necessarily available to help with food preparation.

THERE ARE NO RESTRICTIONS ON FOOD ITEMS BROUGHT INTO CORNERSTONE. PLEASE NOTIFY STAFF OF FOOD ALLERGIES SO THAT WE ARE AWARE, HOWEVER PARTICIPANTS MUST BE RESPONSIBLE FOR KNOWING WHAT THEY CANNOT EAT.

#### Homework

CornerStone cannot guarantee a quiet place to complete homework, however technology and Wi-Fi will be available as needed. Youth Participants are expected to be responsible for getting their school work done. When time and staffing permits, staff and volunteers are happy to assist with homework assignments. *We cannot guarantee tutoring or intensive one-on-one help.*

#### Medications

CornerStone staff and volunteers do not administer medication (certain exceptions apply) and cannot be responsible for medical care requiring more than first aid. Staff will administer first aid as needed.

## STAFF AND VOLUNTEERS

Every effort is made to ensure the safety of participants. All staff members and volunteers are screened during the application process. Background checks are run on all CornerStone staff and volunteers, courtesy of the Frazee Police Department.

The CornerStone is staffed by an Executive Director and a Youth Director. Staff may not be present at all times. When the Directors are absent, volunteers will be assigned to act as lead supervisors to address any issues that arise.

*Because staff and volunteers are mandated reporters, we are legally obligated to report any and all suspicion of child abuse or neglect to DCFS. Please see section 7 for more information.*

Executive Director and Youth Director are trained in Adult/Pediatric CPR/FirstAid/AED through American Red Cross. Training in CPR/first aid, mental health crisis response and general safety are greatly encouraged but not required for all staff and volunteers. Staff and volunteers will be knowledgeable of CornerStone Policies and Procedures should any urgent or threatening situation arise and will call 911 if necessary.

## COMMUNICATION

### How to Reach the Staff \*\*IN PROGRESS

The phone number for the CornerStone Lower Level is 218-329-6199. The phone system presents an emergency option for calls received after hours. This transfers directly to either the director or an appointed staff member in their absence. Please be respectful of the staff’s personal time and only utilize the emergency option if you have an urgent issue. Otherwise, please leave a message on the main voicemail and your call will be returned as soon as someone is available in the office.

### Communication with Individual Staff Members

Please utilize the primary CornerStone phone number and email addresses to contact the Directors and communicate to volunteers.

* The Executive Director can be reached at CornerStoneFrazee@gmail.com and the Youth Director can be reached at CornerStoneYouthDirector@gmail.com.
* CornerStone Community & Youth Center is present on social networking sites. Parents and participants should feel free to friend and follow CornerStone and communicate with us that way as well!
* Staff and volunteers of CornerStone are not encouraged to provide their personal contact information to participants or parents for organizational purposes. Parents and participants who come to possess the personal contact information for Youth Center staff are discouraged from using it for CornerStone matters. Certain exceptions apply.
* Staff and volunteers are not permitted to resolve CornerStone matters with participants via personal social networking accounts. Other communications about CornerStone operations, such as email or phone, may be acceptable but not required. CornerStone matters should be addressed with the Executive Director or Youth Director.

### How to Reach Your Child at the Youth Center

To reach your child while they are attending CornerStone, please use the main phone number if they do not have or are unable to use their own cellular device. Staff prefers to meet at least one parent before processing sign-up. However, we understand that schedules sometimes do not allow for parents to be present at the time of registration and as such, it is not required. Parents can find Photo & Liability Waivers online.

### Keeping parents informed

We will make every effort to keep parents informed about the CornerStone operations and our events. Newsletters and calendars are distributed quarterly and posted on the website. Renewal notices and paperwork may also be mailed. Please note that the manner in which we publicize Youth Center events and information may change as needs and resources change. Please feel free to contact us by phone, email or dropping in if you have any questions or need additional information.

#### Phone Calls

The Youth Center will communicate with parents about their individual child by phone unless other arrangements are made with the Director. Please ensure that a current phone number is always on file for the primary guardian and any other emergency contacts.

#### Emails

Please keep an eye out for emails from the CornerStone. Weekly emails are sent with information about upcoming events and may include updates to published events and other important information. Please make sure that your email address on file is current so that you do not miss these important emails. We do our best to limit the number of emails we send.

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# 3. Rates, Membership & Rental

This section describes rates and conditions to visiting the center during Open Community Hours and outlines additional policies around obtaining Adult Membership and renting CornerStone's Lower Level for private parties. All conditions are subject to change upon notification. Members and renters agree to adhere to all behavioral and contractual guidelines when utilizing the space and equipment.

## VISITOR RATES

CornerStone is proud to present a unique small-town rural approach to meeting needs of both youth and community members. As a Community & Youth Center, we welcome the public and youth to intertwine in one open area within our makerspace, STEAM Lab, gaming areas, lounge, and kitchen. We will host a variety of adult and youth programming, with a focus on community, arts, and entrepreneurism.

### Open Community Hours

A major initiative of CornerStone is to provide a safe place for youth to gather, learn, and understand their impact in the community and with community members. Therefore, we always provide FREE admittance to Youth Participants of all ages. (Again, youth entering 3rd grade and below must be accompanied by a caregiver.)

* Adult Single Day Rate: $3
* Adult Monthly Rate\*:
  + $20/month (this covers all adults in household)

\*If you are currently donating for a capital campaign pledge monthly, your pledge amount will count toward the cost of a membership

### Monthly Membership

A membership to CornerStone gives you access to the Community & Youth Center to utilize the space, tools, and equipment anytime between 7am - 10pm. Even if you think you will not utilize the space often, think of your membership as sponsoring one of our local youth to show them you care!

#### Security Code Access

Community members who sign up for a monthly membership will be provided a security code that will allow access to the facility from 7am to 10pm. They will also have access on weekends 7am-10pm, except when a group is renting out the facility privately. There is a calendar on the website that will list when the facility is rented out. Youth Participants utilizing the facility outside of Open Community Hours must be supervised, regardless of age, by an Adult Member (18 and older).

#### Amenities

With your membership, you are able to use the space and equipment for no additional daily rate. There may be small fees for specific supplies, or bring your own if you wish. This includes use of:

Makerspace/STEAM Equipment: 3-D printer, laser engraver, Cricut Maker 3, T-shirt screen press, photography equipment, paint tools, wood burner, Legos, drawing and sketching tools, metal stamping, jewelry making, and more!

Gaming: Pool table, ping pong, foosball, Wii games, board games and puzzles Entertainment: Karaoke, Roku TV apps, piano, projector

Lounge area, full kitchen, food pantry, tables available

#### Membership Perks

In addition to supporting FREE access and supplies for Youth Participants and a vital service to our community, your membership gives you:

* A 50% discount on hourly rentals for birthdays, graduations, or special events
* A $30 discount on "full day" events (see rental agreement for details)

## HOSTING PUBLIC EVENTS

Part of the CornerStone initiative is to meet the economic need of the Frazee-Vergas community for more business and entrepreneurial opportunities. We are proud to support entrepreneurs while bringing the community together for special events, classes, and other opportunities.

If you host classes, events, or training as part of your business, or are interested in sharing a hobby with the community and/or youth, we look forward to hearing from you! Events open to public enrollment or registration may be hosted by CornerStone during or after Open Public Hours at no charge subject to Director approval.

**Reach out today for more information or to get on the calendar!**

## C. PRIVATE EVENT RENTAL

CornerStone Community & Youth Center will be available to rent for private events on weekends and weekdays outside of Open Public Hours. Adults and organizations may rent the entire Lower Level without public interruption by the hour or pay a "full day" rate when the total hourly rate exceeds the "full day" rate.

**Navigate to the full rental agreement for more details and to reserve your spot for your next meeting, luncheon, birthday party, or event today!**

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# 4. Youth Participants and Members

This section includes information about what CornerStone expects from participants and what participants can expect from CornerStone. Youth Participants and parents must agree to CornerStone policies before utilizing the space. Members and renters must review and agree to the respective agreements prior to obtaining access.

## BEHAVIOR EXPECTATIONS

Youth Participants represent CornerStone and the services we strive to provide whether they are visiting or volunteering. We expect members and Youth Participants to be responsible and follow not only the rules of CornerStone but their parents’ rules as well. We expect good behavior within the facility, out in the community, and in surrounding areas during participation with CornerStone.

Always be kind

Interpersonal conflict is sometimes inevitable. While at CornerStone, we expect you to put aside personal issues with others. It is not necessary to like or interact with everyone but we expect all participants to treat others with dignity and respect. It's easy to be kind when in good company, but the true show of a person's character is being kind when it is challenging to do so.

Try new things

CornerStone holds great value in releasing creativity and entrepreneurialism into our community, so don't be afraid to try something new! Not only will this expand your own knowledge but it might convince others to give it a try as well.

Speak well of others

Use positive language to describe others whether or not they are present in the facility. Having a positive outlook on others will improve your own wellbeing and also decrease potential unnecessary confrontations. Don't forget to speak kindly of yourself as well!

CornerStone is a PG13 facility. This means that we expect you to avoid using offensive language during public hours. We understand that sometimes mistakes are made. However, abusive language or repeated use of foul language will not be tolerated. Feel free to ask questions about our language policy if it is unclear.

Clean up your messes

Arts and crafts and fun and games can be messy, but CornerStone needs to remain tidy in order to allow activities to continue. It takes the efforts of everyone involved to make this a success. Throw away trash, recycle, clean up spills, wipe off counters and tables, and help others.

Take responsibility for your mistakes

It is human nature to make mistakes whether it be with actions or words. CornerStone is a safe place to acknowledge your mistakes and find solutions to improve. It is much easier to be forgiving when mistakes are confronted right away rather than "getting caught" later. Listen and think before you speak and apologize when necessary. Let us know if you find something in need of repair or accidentally break something. These things happen but we can’t fix it if we don’t know it’s needed!

Treat everyone with respect

Everyone deserves to be treated with respect. Staff and volunteers will always do our best to treat you with respect and we expect the same from you. Participants are expected to treat other individuals at CornerStone with respect as well. We also expect you to follow staff instructions. We are happy to discuss with you any confusion, concerns or disagreements regarding these instructions when they are brought up in a respectful manner.

Participants at CornerStone are also expected to respect the health and safety of everyone at CornerStone. This means doing things like washing hands, cooperating with disposal of items that have come into contact with blood and bodily fluids (bandages, pads and tampons, tissues, etc), not spraying perfumes in the Youth Center and respecting the medical and safety needs of others. We expect all youth and members to avoid engaging in activities with high risk of injury while at or with CornerStone.

Leave spaces better than they were

Use equipment in the manner for which it was intended (Foosballs belong on the foosball table, air hockey equipment stays with the table for example.) Even if you did not take it out/use it last/mess it up/etc, help us clean it up. The participants around you may not have made the mess either, but if you don’t help we have to do all of it. If anyone cleans a little extra, the work is lighter for everyone. This is a shared space, help us out! We want to allow our volunteers to be focused on community and youth activities, not constantly cleaning. Do not intentionally break or damage any CornerStone property or supplies.

Return everything you borrow

Put equipment, games and controllers back after using them (If you don’t know where it goes, ask!) Use only the supplies you need. You may not take supplies home without permission as others may need them. Please don’t waste our supplies, either. We are funded by charitable donations, grants, and the hard work of many staff and volunteers. Let's be respectful of all these efforts.

If it's not yours, ask permission

Be respectful of other participants' belongings and care for items belonging to CornerStone as if they were your own. If you aren't sure whether you can access the equipment, just ask. The Youth Center is not responsible for personal items. Participants are expected to keep track of their personal items. Sharing your personal items is at your discretion.

Do not judge or label anyone

CornerStone strives to be a safe place for everyone regardless of age, race, religion, gender or sexual orientation. Regardless of your opinions of anyone, everyone deserves to be treated with respect and kindness. Do not box anyone, including yourself, into a specific characteristic or category. Human behavior is affected by many different aspects of life. We do not know anyone's complete situation. Poor treatment reflects badly on yourself and on CornerStone. Bullying will not be tolerated. Please report any bullying that you see or hear about to staff or volunteers so that we can address it.

Speak the truth

Relationships are most functional when built on mutual trust and honesty. This is true in many areas of life, and the same goes at CornerStone. We expect all participants to be honest with us. We will not lie to you (or youth parents) and our expectation is that you not lie to us, either. We will always do our best to work with you when mistakes happen but we need the truth in order to do so. If you are not comfortable discussing something, please let us know that rather than lying to us.

Wash dishes you use

In addition to arts and crafts, the kitchen is likely to be a highly utilized area so let's keep it clean. We have a dishwasher for your convenience so either wash your dishes after you use them or load them in the dishwasher if all clean dishes have been removed. If you need help with the dishwasher or finding soaps or rags, just ask and we'd be happy to help! Ask a staff or volunteer before entering offices or the storage rooms to look for cleaning supplies. (They may be unlocked or open but they are still restricted areas!)

Teach others what you know

CornerStone strives to be an inviting learning space for everyone no matter what age or level of education. Different things come more easily to different people and we all bring our own valuable experiences which we have learned from. In addition to teaching equipment usage, don't hesitate to share your wealth of knowledge with others.

## REDIRECTION

This section describes the general guidelines for how CornerStone will attempt to resolve problems in a manner that is fair to all staff, volunteers, members, youth, and their families. In general, we are imposing practices based on restorative justice and the Science of the Positive. Staff and volunteers will be briefed on these practices and look to the Director for clarification when needed. We are always open to discussing the policies, individual behavioral issues and consequences with youth participants and their parents. All staff and volunteers are authorized to enforce or oversee disciplinary action.

### Behavioral Issues

Staff and volunteers will attempt to intervene with behavioral issues and violations with the most minimal measures required. Verbal warnings in the form of requests for behavior changes and warnings about future consequences are our primary means of behavioral intervention. Participants are expected to adhere to these requests for changes. Escalation of behavioral intervention will result when violations persist.

### Youth Conflict

Conflict and drama is an inevitable part of being a teenager. However, CornerStone Community & Youth Center is a welcoming place for all youth participants and guests. It is not necessary for everyone to be friends but we expect everyone to be able to coexist peacefully. Youth Participants are expected to attempt to resolve interpersonal conflicts with other youth in a manner that allows a safe and comfortable space for everyone. If this is not possible, the staff and mentors are available to mediate and help problem-solve.

### Elevation

If conflict resolution efforts are not successful, issues may be elevated to the youth leaders, parents, and/or Directors to assist in finding resolution. As a last resort, membership or participation may be terminated by the Director at any time for cause.

## PRIVACY

### Private Conversations

If requested, we will not share anything that is disclosed to us with the exception of the following:

* Someone is or is planning to harm you
* Someone is or is planning to harm someone else
* You are harming or planning to harm yourself
* You are harming or planning to harm someone else

In these cases we are obligated to intervene in some way. We will involve you in the process when disclosing personal information as best we can to protect your privacy. We are here to support you.

### Your Belongings

As mentioned above, personal property that you bring into CornerStone is your responsibility. It is your choice whether or not to share your food, devices or other belongings. Staff and volunteers will not intentionally monitor your personal device usage to ensure compliance with our rules or on behalf of your parents. However, you are responsible for respecting our content guidelines while visiting CornerStone. If you leave your device somewhere, we may attempt to access it to identify the owner or otherwise contact you or your family to return it.

If something happens to your property while at CornerStone, staff and mentors will make reasonable efforts to help in the matter. However, we are not responsible for lost, stolen or broken items.

In the event that the staff or volunteers need to search your belongings while you are here, your presence will be requested whenever possible. Any bags left behind are subject to search for the purpose of identifying the owner and returning it. CornerStone staff and volunteers may ask to hold your personal property if it is not appropriate for CornerStone or in the event of misuse. Property we hold due to misuse during activities or Open Community Hours will be returned. Other, prohibited items will be confiscated and handled on a case by case basis. These items may be turned over to you when you leave, to parents when they are available, to the police or disposed of depending on the nature of the item.

**All items, regardless of value or owner identification, that are left for excessive lengths of time at the CornerStone are subject to donation or disposal. We do not have the space to store excess items.**

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# 5. Makerspace Rules & Policies \*\*IN PROGRESS

CornerStone provides a Makerspace to support its mission to create a healthier community by engaging through food, arts, culture, and skill building in a safe and caring environment, empowering youth to leave a legacy. This section describes additional policies and expectations specifically pertaining to use of CornerStone's Makerspace tools, equipment and supplies. We are excited to have a state of the art STEAM lab available for public use, and also recognize that our equipment and supplies will not be sustainable without adhering to necessary guidelines. All users must follow the Safety Guidelines. Any failure to comply with the below will result in loss of Makerspace privileges.

## MAKERSPACE/STEAM LAB USAGE

To facilitate usage for youth and the community, the Makerspace is open for usage during Open Community Hours. Walk-in use of equipment in the Makerspace is on a first-come, first-served basis. Limited staff assistance will be available during Open Hours. For more in-depth assistance, users may schedule an appointment with a staff member.

### Makerspace Projects

All projects created within the Makerspace must respect the intellectual property of others and follow all U.S. copyright laws. Materials are available in the Makerspace for a fee. Fees will be posted in the Makerspace, and are subject to change. Users may provide their own materials for projects, but must follow guidelines for acceptable materials. Staff have the right to refuse any materials or projects.

### During Free Use Time

* When creating digital content with CornerStone’s equipment, please remember to bring your own storage devices (flash drive) or store your work via an online cloud service. CornerStone’s computers are accessible to the public and any saved projects on CornerStone computers and equipment are subject to use/editing by others.
* When the space is open, there is a first-come, first-serve policy for utilizing tools and equipment. Please be courteous and share equipment when others are waiting. If others are waiting to use equipment, please limit your time to 30 minutes.
* Children age 8 and under must be directly supervised when using any special equipment.
* Visitors need to have received instruction from a staff or volunteer or shown proficiency in operating any equipment before use.
* Food and drinks are prohibited next to any electronic equipment.
* Visitors cannot remove equipment from the Makerspace without signing it out.
* Visitors should use equipment in a manner consistent with the proper use of each device. Equipment should not be mishandled or used in a way that can cause damage. The staff and volunteers have the right to end the use of equipment if deemed necessary.

## GENERAL LAB SAFETY

* Secure all scarves, neckties, loose-fitting clothing, or jewelry when using machinery in the Makerspace. These items can be caught in the equipment and cause injury.
* Keep hands and arms away from machinery during operation.
* Never use a broken tool or machine. If you notice a tool or machine is broken, inform a staff member right away.
* Keep the floor clear of clutter, wires, and/or trip hazards.
* If you are unsure about how to safely operate machines or equipment, ask a staff member.
* Safety goggles, gloves, and masks are all available for your use. It is your responsibility to use the proper safety equipment for your project. Not sure what to use? Just ask!

### Machine-Specific Safety Considerations

#### 3D Printers

3D Printers have hot parts that may burn your skin. Do not touch the extruder head or the print bed after turning on the machine. Use safety gloves when removing prints from 3D printer bed. Always point scraper away from your body when removing prints.

#### Heat Press

The heat press has hot parts that can burn your skin. Do not touch the top part of the press when placing items on the bed for pressing. Do not leave the heat press unattended during use.

#### Thermal Laminator

Keep hands, long hair, loose clothing, and articles such as necklaces or ties away from the top of the heat and pull rollers to avoid entanglement and entrapment. The heat rollers can reach temperatures over 300°F. Avoid contact with the heat rollers during operation or shortly after power has been removed from the laminator. Do not use the laminator for other than its intended purpose.

#### Hot Glue Gun

Before using, always inspect the hot glue gun for damage to the casing. In addition, assure the on/off switch (if equipped) is functioning properly and inspect the electrical cord and plug for fraying or other damage. Keep the hot glue gun away from flammable materials and use in work areas that are clean and dry. Do not touch the heated nozzle of a hot glue gun.

#### Woodburner

Do not touch hot tip or hot metal parts when in use. Always use the tool on a heatproof and uncluttered table. After finished using the tool, let cool naturally on a safe surface. Misuse of this tool may cause fire.

Please refer to the manual for each machine for more detailed safety guidelines. Click the name of the machine for full manuals.

[Snapmaker 2.0 3-in-1 Laser Engraver, 3D Printer, CNC Machine](https://drive.google.com/file/d/1LnBdNvRjRFjMnZTN-EsntqbbB7WqbbOk/view?usp=drive_link)

[Monoprice Select Mini Pro IIIP 3D Printer](https://drive.google.com/file/d/1lox2NE6ksIj7WPc9eZy2LjdM4g8Z6W4z/view?usp=drive_link)

[Vevor Heat Press Machine](https://drive.google.com/file/d/1ARBEPQQUdKDpyhdcXZuVWnpY-b_JwNk8/view?usp=drive_link)

[Primera LX3000 Color Label Printer](https://drive.google.com/file/d/1f7VmMCCu7-G9gAmUe_t6-GVQh88m593h/view?usp=drive_link)

[Canon Pixma Pro-200 Series Color Printer](https://ij.manual.canon/ij/webmanual/Manual/All/PRO-200%20series/EN/CNT/Top.html)

[Scotch TL901 Thermal Laminator](https://drive.google.com/file/d/1zrclYzXs53isqvQSekEEoh0sQFl7oFpT/view?usp=drive_link)

[Walnut Hollow Creative Woodburner](https://drive.google.com/file/d/1kSrlyXGoNb_njOh2AcFfmFfQ0RKMABF6/view?usp=drive_link)

## SPECIAL EQUIPMENT USAGE

We strive to keep as much equipment as possible open for public use and provide free materials and supplies for youth to use, however in order for costs to be sustainable and equipment to be available to a larger group of people, CornerStone

### 3D Printing Machines Usage Guidelines

CornerStone is lucky enough to provide use of two different 3D printing machines in the Makerspace. The Monoprice Select Mini is an absolutely tiny printer designed for people looking to explore the world of 3D printing, without a ton of experience. [Click here](https://monopricesupport.kayako.com/article/44-mp-select-mini-v2-how-to) for more information on the Mini. Snapmaker 2.0 Modular 3-in-1 3D Printer unlocks your full creative potential, from 3D printing to laser engraving, cutting, and CNC carving. For Snapmaker video tutorials, user manuals specific to each function, and other tips and tricks visit the [Snapmaker website here](https://support.snapmaker.com/hc/en-us/categories/12964041494935).

#### 3-D Printing Guidelines

Time and Design Limitations

* Users may not use Makerspace equipment to create objects that endanger themselves or others. Staff have the right to refuse any project. All projects must comply with CornerStone’s 3D Printing Policy.
* Use of the 3D printer during free use times will be scheduled on a first-come, first-serve basis. Prints can also be requested by email at any time (see instructions below).
* A staff member must be present to supervise the use of the 3D printer and manage the printing queue. Staff will have the final say when determining the order of print jobs when there is a queue.
* During free use times, prints will be limited to one hour or less. If sending a print via email, there is no print time limit.
* CornerStone reserves the right to refuse any 3D print request.
* There is a charge for 3D printing based on the amount of PLA filament used, maintenance of the machine, and time needed to print items. The charge for printing will be $0.15 per gram of filament used.
* CornerStone’s 3D printer may be used only for lawful purposes.
* CornerStone’s 3D printer may not be used for the printing of items that are unsafe, harmful, and dangerous or pose an immediate threat to the safety and well-being of others.
* CornerStone’s 3D printer may not be used to print items that can be viewed as threatening or racially, ethnically, or otherwise provocative or inappropriate for the CornerStone environment.
* CornerStone’s 3D printer cannot be used to print objects that violate another’s intellectual property rights.

Submitting a Design for 3D Printing

* Anyone can submit designs for printing remotely by email to makerspacecornerstone@gmail.com.
* Participants must submit their files in one of the following formats for printing: .stl, .obj, or .thing. Files cannot be larger than 25MB.
* Files will be printed as we receive requests and when staff is available to print files. Please allow several days for prints to be completed.
* Staff will provide patrons with an estimate of the cost of the print via email. Patrons MUST pay the print cost at the time of pickup by cash or check. If payment is not made, then items will be withheld.
* Staff will work to make the most successful prints, but items must be accepted as is. Additional prints will not be made until the first prints are paid for.
* Items can be picked up at the office after staff has sent notification that the print is ready.

#### Laser Engraving Guidelines

You can engrave on dozens of materials like paper, [plywood](https://shop.snapmaker.com/collections/all?page=1&sort_by=price-descending&utm_source=store&utm_medium=zendeskguide), [MDF](https://shop.snapmaker.com/collections/all?page=1&sort_by=price-descending&utm_source=store&utm_medium=zendeskguide), hardwood, leather, fabric, sticker, and even food like cookies! Keep reading to learn about the recommended [Snapmakerjs](https://snapmaker.com/download) settings for different materials.

Snapmaker offers two types of laser modules. The one that comes with the Snapmaker Original 3-in-1 3D printer is a [200mW laser module](https://shop.snapmaker.com/collections/all?page=1&sort_by=price-descending&utm_source=store&utm_medium=zendeskguide) and you can upgrade it with the new [1600mW laser module](https://shop.snapmaker.com/collections/all?page=1&sort_by=price-descending&utm_source=store&utm_medium=zendeskguide).

* [Cork](https://support.snapmaker.com/hc/en-us/articles/360019025954-The-Definitive-Guide-to-Laser-Engraving-and-Cutting-with-the-200mW-and-1600mW-Laser-Module#h_51d855c5-109a-4924-add8-0b9fac3bde92)
* [Bamboo](https://support.snapmaker.com/hc/en-us/articles/360019025954-The-Definitive-Guide-to-Laser-Engraving-and-Cutting-with-the-200mW-and-1600mW-Laser-Module#h_3f92d80c-c3e1-44f8-9999-cb336ae666d0)
* [EVA](https://support.snapmaker.com/hc/en-us/articles/360019025954-The-Definitive-Guide-to-Laser-Engraving-and-Cutting-with-the-200mW-and-1600mW-Laser-Module#h_aecd5958-9704-4a3b-a53f-6d2071e45dfe)
* [Rubber](https://support.snapmaker.com/hc/en-us/articles/360019025954-The-Definitive-Guide-to-Laser-Engraving-and-Cutting-with-the-200mW-and-1600mW-Laser-Module#h_6346b711-9b80-4337-a0ca-f1fab859d06c)
* [Acrylic](https://support.snapmaker.com/hc/en-us/articles/360019025954-The-Definitive-Guide-to-Laser-Engraving-and-Cutting-with-the-200mW-and-1600mW-Laser-Module#h_e6f07e50-a2c0-4467-b7fe-91c594c96c1b)
* [Corrugated Cardboard](https://support.snapmaker.com/hc/en-us/articles/360019025954-The-Definitive-Guide-to-Laser-Engraving-and-Cutting-with-the-200mW-and-1600mW-Laser-Module#h_b1a03dcf-63a2-459f-9f76-33f5f1f30551)
* [Plywood](https://support.snapmaker.com/hc/en-us/articles/360019025954-The-Definitive-Guide-to-Laser-Engraving-and-Cutting-with-the-200mW-and-1600mW-Laser-Module#h_13db6045-6e17-49f1-9d8a-cd759299d4e1)
* [MDF](https://support.snapmaker.com/hc/en-us/articles/360019025954-The-Definitive-Guide-to-Laser-Engraving-and-Cutting-with-the-200mW-and-1600mW-Laser-Module#h_d7d4774c-8472-46a1-847d-9762aa71d41a)
* [Leather](https://support.snapmaker.com/hc/en-us/articles/360019025954-The-Definitive-Guide-to-Laser-Engraving-and-Cutting-with-the-200mW-and-1600mW-Laser-Module#h_71cf54cf-fbcc-41a1-9ad1-6a4ace85f737)
* [Sticker](https://support.snapmaker.com/hc/en-us/articles/360019025954-The-Definitive-Guide-to-Laser-Engraving-and-Cutting-with-the-200mW-and-1600mW-Laser-Module#h_0c699abe-78ee-4c25-90eb-cb9e089e358b)
* [Colored Card](https://support.snapmaker.com/hc/en-us/articles/360019025954-The-Definitive-Guide-to-Laser-Engraving-and-Cutting-with-the-200mW-and-1600mW-Laser-Module#h_7adb9e8b-8b19-4417-8a99-2167f27a2d96)

For an article with suggested settings for each of these materials, [click here](https://support.snapmaker.com/hc/en-us/articles/360019025954-The-Definitive-Guide-to-Laser-Engraving-and-Cutting-with-the-200mW-and-1600mW-Laser-Module).

#### CNC Machine Guidelines

CNC stands for "Computer Numerical Control". CNC machining is a common subtractive manufacturing technology. The process involves removing material from a solid workpiece with cutting tools to achieve the desired shape. Compared to 3D printing, aka additive manufacturing, CNC machining is fundamentally different since it chips material off a blank workpiece instead of adding material to build a part.

NC machining can work with a wide range of materials, including plastic, wood, jade, and metal. Typically, it takes three steps to turn an idea into a finished product:

1. Obtain a model, either by modeling yourself or downloading from model repositories.
2. Turn the model file into a G-code using CAM software (such as Snapmaker Luban and Fusion 360). The G-code will instruct the machine on how to move.
3. Export the G-code to your CNC machine. Start carving on your machine and then wait for your job to be done.

[Visit this article](https://support.snapmaker.com/hc/en-us/articles/4410296981271-Going-from-Art-to-Part-Models-Designs-and-Videos-for-CNC-Carving) for CNC resources websites, where you can find model files and tutorial videos.

### Cricut Maker 3 Guidelines

Cricut Maker is a cutting machine which can cut out intricate patterns on many materials.

The Cricut Maker is intended for paper projects, iron on decals, or vinyl stickers. It can also cut light-weight leather and balsa wood. Start with the [Cricut Learn Tutorials](https://learn.cricut.com/collections?category=beginners-guide).

The following are approved materials to use with the Library Makerspace Cricut:

* balsa wood
* card stock and paper
* vinyl and iron-on vinyl
* duct tape
* some fabrics and textiles (use a stabilizer!)

Creating your design

Ask a staff or volunteer to log in to the project panel for you (we have a generic account). Once logged in, Start “New Project” or look through the available designs.

Here are some tutorials to get you started:

* [Beginner's Guide](https://learn.cricut.com/collections/beginners-guide) to Cricut Maker
* [Cutting and Applying Vinyl Stickers](https://www.youtube.com/watch?v=3H3k1oNYUSg&t=55s)

Setting up materials

Your project setup on the Cricut website will tell you which materials you need to complete your design.

1. Choose the correct Cricut blade for your materials and ask Student Help Desk staff to change it for you if it is not in the machine
2. Choose the mat that works with your materials, they are labeled at the top
3. Remove the plastic coating from the mat and line up your material on the cutting mat how it is shown on your project setup online
4. Follow the prompts given online

If something goes wrong, please ask staff for help and do not attempt to fix the machine yourself!

Things to know

* “Print and Cut” is not available at the Makerspace since we cannot use any irregular paper.
* There are many tutorials online if you’re not sure how to create something.
* The Cricut uses blades to cut materials. Please do not put your hands or other objects in the cutting area.
* Ask a Student Help Desk or Makerspace staff person to change any blades. Do not handle blades yourself.

Check out the [Design Space Tour](https://learn.cricut.com/courses/design-space-tour) to get an idea of all the things the Cricut can do, and how to get started in the design process.

## COSTS

CornerStone has a unique goal to keep creativity and belonging free for youth, and we are proud to provide many resources at no charge as a result of the support we receive from the community. Here you will find a list of materials and supplies which are always free to youth, and specifications on what costs are associated with public use and higher cost materials.

### Free Material Limits

Free materials are a courtesy provided by our amazing CornerStone donors. We cannot guarantee the availability of any materials at any time. If you exceed the free material limit, you may purchase your own supplies. Makerspace staff will be available to approve any outside materials brought into the space. You may contact cornerstonefrazee@gmail.com for an approved outside materials list.

Per semester, users are limited to:

Working on this section:

Scraps are always free to use!

### Benevolent Costs (working on this section)

Materials specified below are generally available at a cost to the adult public and, on occasion, to youth outside of free youth programming activities. You are always welcome to bring in your own approved materials.

Prices subject to change are:

Black and white prints are $ 0.20 per page

Color prints are $ 0.50 per page

11"x17" black and white prints are $0.50 and color prints are $1.00 per page

Cricut Maker cutting is $0.65 per-sheet-cut, or $5.00 cut-at-will for a 1 hour appointment

3D printing – the cost for printing is currently $0.15 per gram. For example, a print weighing 3 grams would cost $0.45.

Button costs: 2 inch - $0.25 per button. Smaller buttons - $0.20 and smallest $0.15

Sticker costs: 4 inch & 2 inch circle stickers (not water resistant) - $0.10 cents a sticker

Rectangle labels/stickers (water & oil resistant) - $0.15 cents a sticker

Payment in cash or check is accepted. CornerStone does not accept credit or debit cards for payment for items priced under $10.

CornerStone reserves the right to modify this policy at any time, and costs are subject to change.

# 6. Offsite and After-hours Events

This section describes policies for events run outside of the facility by CornerStone and during non-regular operating hours. All offsite events are for current Youth Participants and volunteers only except when otherwise specified.

## BEHAVIOR

Participants are expected to adhere to all of the general CornerStone behavioral policies as well as the policies of our event sites. Behavioral issues at offsite events are subject to the same disciplinary action procedures as onsite events.

## COSTS

Offsite event prices vary. As much as possible, CornerStone will provide free or reduced pricing to Youth Participants, Volunteers, and Members, however there is no guarantee of a discounted rate. Payment for offsite and after-hours events is always required at registration or, when prior registration is not required, by the start time of the event.

## PRIOR REGISTRATION

Most offsite events require registration prior to the event. Deadlines for registration are published with the event information. Changes to registration deadlines may occur. CornerStone will notify volunteers and Youth Participants and their families of deadline changes via email.

## WAIVERS

CornerStone may require an additional waiver for certain offsite events. There may be additional waivers required for outside facilities. All required waivers must be completed before registration is considered complete.

## ATTENDANCE RESTRICTIONS

While nearly all events are open to current Youth Participants and volunteers, the appropriateness of an event for an individual member must be assessed by staff and the individual’s parents when applicable. Staff may consider an event inappropriate for a participant or volunteer based on previous experience with that individual or staff’s ability to safely accommodate the individual’s needs during the event. This will be determined on a case by case basis.

Additional restrictions on event attendance or participation may be imposed by event sites. General attendance restrictions are described in the published event descriptions.

## CANCELLATIONS

### Event Cancelation

Events may be canceled by CornerStone based on registration numbers, availability of transportation or other situations outside our control. When events requiring additional fees are canceled by CornerStone, all registered members will be individually notified and all registration fees will be refunded.

### Member-initiated Cancelation

We understand that individuals may need to cancel their registration for events. Registration fees will be refunded when cancellation occurs before the registration deadline. Fees are non-refundable after the registration deadline except when the event is canceled by CornerStone.

### Staff-initiated Attendance Revocation

Due to behavioral issues occurring prior to the event, attendance privileges for an individual may be revoked by the CornerStone staff. In this case, registration fees for that individual may or may not be refunded, depending on the cost and other circumstances, except when the event is canceled by CornerStone.

# 7. Mandated Reporting

All staff and volunteers of CornerStone are mandated reporters of child abuse and neglect by Minnesota state law. We are legally obligated to report any reasonable cause to believe that an individual we encounter in our professional capacities who is either under the age of 18 or a dependent adult is being abused or neglected. All staff members complete the training on mandated reporting via Becker County Child Protection Services.

For further information regarding the mandated reporting laws and procedures, please visit: [https://www.house.leg.state.mn.us/comm/docs/921d0428-cf22-4a35-985b 22c7d5638e94.pdf](https://www.house.leg.state.mn.us/comm/docs/921d0428-cf22-4a35-985b)