

How to Make a Makerspace: Schedule of Events

10 Tyler Street, Somerville MA, 02143

February 1st-3rd, 2013

Friday, February 1st:

- **4:30 PM: Shuttle Service Begins**
 - Shuttle service from the Sheraton Commander begins, leaving the Sheraton Commander on the half-hour.
- **4:30 – 7:30 PM: Registration, Meet & Greet, Tours of Artisan’s Asylum**
 - The conference venue opens and the registration process begins. Guests are welcome to bring luggage and stow it at the venue if they have not had a chance to check in at the hotel. Tours will be available.
- **7:30 PM: Dinner**
- **8:00 PM: Keynote Presentation**
 - Dale Dougherty, cofounder of O’Reilly Media and CEO of Maker Media, Inc., is giving our keynote presentation on what makerspaces are and why they’re so critically important.
- **9:30 PM: Doors Close**
- **10:00PM: Shuttle Service Ends**
 - The last shuttle departs from Artisan’s Asylum for the night.

Saturday, February 2nd:

- **7:00 AM: Morning Shuttle Service Begins**
 - Shuttle service from the Sheraton Commander begins, leaving the Sheraton Commander on the half-hour.
- **8:00 AM: Doors Open**
 - The conference venue opens for the day, coffee is available. Registration continues for new attendees.
- **9:00 – 10:30 AM: Panel Session 1**
- **10:00 AM: Morning Shuttle Service Ends**
 - The last morning shuttle departs from the Sheraton Commander.
- **10:45 AM – 12:15 PM: Panel Session 2**
- **12:15 – 1:00 PM: Lunch**
- **1:00 – 2:30 PM: Panel Session 3**
- **2:45 – 4:15 PM: Panel Session 4**
- **4:30 – 6:00 PM: Panel Session 5**
- **6:00 PM: Dinner**
- **6:00 PM: Evening Shuttle Service Begins**
 - The first evening shuttle departs from Artisan’s Asylum.
- **7:00 PM: Informal Storytelling**
- **7:00 PM: CEMI Interactive Multimedia Lab**
 - Social mixer and electronic music/digital art event held in the Artisan’s Asylum multipurpose room and social area. Recommended donation of \$5 for CEMI, the producers of the event.
- **9:30 PM: Doors Close**
- **10:00 PM: Shuttle Service Ends**
 - The last evening shuttle departs from Artisan’s Asylum for the night.

Saturday Panel Discussions

Panel	Location	Title	Description	Panelists
1	1 (Startup)	Identifying and Rallying Your Community	How do the demographics of your local community affect your makerspace? How do you get people interested in the idea of a makerspace? How can you rally your community to help start and populate your space?	Gui Cavalcanti (Artisan's Asylum) Matt Oerhleim (i3Detroit) Jim Newton (TechShop) Benjamin Linder (Olin College) Stephen Houdlette (City of Somerville)
	2 (Sustainability)	Makerspace Business Plan Workshop	Are you ready to jump into nitty gritty details? This workshop will compare and contrast the minute-but-important details of makerspace business models; panelists will help you flesh out and think through your own business plans.	Molly Rubenstein (Artisan's Asylum) Alex Bandar (Idea Foundry) Mike Hord (Hack Factory) Andrea Foertsch (Melrose Real Estate) Dale Grover (Maker Works)
2	1 (Startup)	Comparative Makerspace Business Models	What's the big-picture view of makerspace business models? How do they make money and where does the money go? How do expenses change depending on location, and how do they stay the same across spaces?	Gui Cavalcanti (Artisan's Asylum) Alex Bandar (Idea Foundry) Alec Resnick (sprout) Matt Oerhleim (i3Detroit)
	2 (Sustainability)	Special Topics in Makerspace Education	Most makerspaces offer some adult classes, but some take their educational program further. Two examples of this are spaces that offer youth oriented classes and spaces that have strict testing and training regimen for their tools. Learn about these special topics and more in this panel.	Molly Rubenstein (Artisan's Asylum) Katie Gradowski (Parts and Crafts) Dale Grover (Maker Works) Casey Shea (Analy High School) Benjamin Linder (Olin College)
3	Cafeteria (All)	Finding Money, Tools, and Space	Starting any makerspace requires a bunch of money, the right tools, and an appropriate space. However, these fundamental challenges can be extremely difficult to overcome. Learn creative solutions for these problems from industry experts and hear about easy ways to bootstrap a space.	Gui Cavalcanti (Artisan's Asylum) Andrea Foertsch (Melrose Real Estate) Stephen Houdlette (City of Somerville) Tom Connery (Trivium Management) Jim Newton (TechShop)
4	Cafeteria (All)	Building Code, Insurance, and Liability	Makerspaces can be shut down by building inspectors, fires, lawsuits and more. These are very real and dangers; several makerspaces had their doors closed in the past year alone. Learn the ins and outs of building codes, insurance, and liability, plus hear about how one space successfully overcame being nearly shut down.	Gui Cavalcanti (Artisan's Asylum) Adam Shrey (MakeIt Labs) Benjamin Linder (Olin College) Gretchen Greene (Ropes & Gray, LLP) Stephen Houdlette (City of Somerville)
5	1 (Startup)	The Role of Education in Makerspaces, and Vice Versa	Classes in makerspaces aren't just a nice-to-have; they're often an essential source of revenue and a key mechanism for attracting new members. On the flip side, makerspaces are also influencing education across the board, from local communities up through established universities. Come learn more about both sides of the coin.	Carolyn Emberley (Artisan's Asylum) Chris Rogers (Tufts University) Benjamin Linder (Olin College) Lindsay Levkoff (Sparkfun) Alec Resnick (sprout)
	2 (Sustainability)	Cat Herding 101: Governing a Makerspace	How are decisions made in your space? Who decides which tools to buy, how to lay out shop spaces, or what classes and programs to pursue? These are complex questions with a variety of answers. Come hear about the pros and cons of a several different approaches.	Molly Rubenstein (Artisan's Asylum) Aaron Falk (Artisan's Asylum) Matt Oerhleim (i3Detroit) Mike Hord (Hack Factory) Jimmie Rodgers (Multiple)

Sunday, February 3rd:

- 7:00 AM: **Morning Shuttle Service Begins**
 - Shuttle service from the Sheraton Commander begins, leaving the Sheraton Commander on the half-hour.
- 8:00 AM: **Doors Open**
 - The conference venue opens for the day, and coffee is available.
- 9:00 AM – 12:15 PM: **Makerspace Teacher Workshops**
- 10:00 AM: **Morning Shuttle Service Ends**
 - The last morning shuttle departs from the Sheraton Commander. This is the last shuttle service provided by the conference; we would be more than happy to store your luggage at the venue if necessary.
- 12:15 – 1:00 PM: **Lunch**
- 1:00 – 2:30 PM: **Vendor Fair**
 - Meet a number of vendors of kits, tools, and more who are here to create relationships with you, the organizers of future spaces.
- 2:30 – 6:00 PM: **Breakout Sessions**
 - Self-organize and have informal discussions about whatever interests you! Proposed discussions include discussing incorporation (both non-profit and for-profit), makerspaces in university settings, appropriate information technology, the gender gap, demonstrating maker activities with kids, and more. White boards, tables and chairs will be available for reconfiguration!
- 6:00 PM: **Dinner**

Sunday Makerspace Teacher Workshops

<u>Location</u>	<u>Title</u>	<u>Description</u>	<u>Participants</u>
1	Modern Educational Theory and Makerspaces	How do students learn best, especially in makerspace classrooms? What separates a good teacher from a great teacher? How do you train teachers? Makerspaces can provide some of the most enriching educational experiences around – how can we take advantage of that? Join this group in discussing modern educational theory, and participate in demonstrative, student-led learning exercises.	Chris Rogers (Tufts) William Church (Tufts) Lindsay Levkoff (Sparkfun) Benjamin Linder (Olin College) Molly Rubenstein (Artisan's Asylum)
2	Microcontrollers for Educators	This class is designed to give a basic foundation to start working with students in a programming and engineering setting using the Arduino, the Sparkfun Inventor's Kit, the LilyPad Development Board, E-Textiles, the Simon Kit and the Processing language. Join Sparkfun in taking an abridged version of their new teacher-training workshops, designed to prepare teachers in the fields of programming and electronics.	Sparkfun Electronics

Artisan's Asylum Membership & Service Agreement

Artisan's Asylum, Inc. ("Company" or "AA"), a Massachusetts nonprofit corporation, and _____, (NAME) the entity or person identified on the signature page of this agreement ("Member" or "Licensee"), hereby agree that the Company will provide to the Member a license to the shared Artisan's Asylum fabrication facilities located at 10 Tyler Street, Somerville, Massachusetts. This Agreement is a Membership & License Agreement and **is not a lease or any other form of tenancy agreement**. The Company and Member agree as follows:

1. **Duration of Agreement & Termination.** This Agreement is a Membership and shall commence on _____, (DATE). This Agreement shall automatically renew on a month-to-month basis.

The Member or Artisan's Asylum may terminate this Agreement any time with 30 days advance notice.

Notwithstanding the foregoing paragraph and notice period, Artisan's Asylum reserves the right to terminate access to and use of Company facilities at any time, immediately and without notice, if the Member fails to comply with any provision of this Agreement and Artisan's Asylum Policies and Procedures.

Artisan's Asylum reserves the right to amend the Policies and Procedures and Services Addendum from time-to-time and at its sole discretion. Artisan's Asylum will notify Member of any changes to said rules and regulations in writing and prior to such rule changes taking effect.

Upon the termination of this Agreement, Member shall thereafter have no further right to use Artisan's Asylum facilities in any manner and Member shall make no further use of Artisan's Asylum other than to remove personal items. All advance fees, if any, shall be justly prorated and returned to Member, along with any deposits, within 30 days of the termination of this agreement. Personal items must be removed from Artisan's Asylum within 15 days of the termination of this agreement, after which period they become property of Artisan's Asylum.

2. **Description of Services.** Artisan's Asylum agrees to provide Member with secured-entry access to non-exclusive, clean, well-maintained manufacturing equipment and workshop facilities, exclusive access to individual workspace if so detailed in the Services Addendum, reasonable electrical power, and wireless internet at Artisan's Asylum, and range of related services as detailed in the attached Services Addendum. Said attachments and the Member's first invoice details the specific workspace(s) to be used by the Member and the corresponding service rates.

OFFICE USE ONLY:

Member Renter Instructor Student Volunteer Institutional Member Donor

Institution: _____

MA member info Date: ___ / ___ / ___ Initials: _____

QB member info Date: ___ / ___ / ___ Initials: _____

3. **Member Obligations.** Member shall only use the facilities in accordance with Artisan's Asylum Policies and Procedures. The shared facilities shall be kept in a neat, clean and attractive condition at all times. Member will not cause any damage to any part of Artisan's Asylum, including unreasonable or inappropriate wear on equipment or damage to the building in which Artisan's Asylum is located ("Building"). Member shall not disturb the use and enjoyment of the Services by any other Member of the Company or the use and enjoyment of the Building by any occupant of the Building. Member shall not use Artisan's Asylum facilities for any inappropriate or unlawful activity including obscenity and use of material protected by intellectual property laws.
4. **Fees.** User agrees to make payments in the amount, form and manner as detailed in the Artisan's Asylum Services Addendum. Failure to make monthly payments as described will result in the termination of this Agreement and revocation of Member's license to use the facilities. In addition, Member shall pay all reasonable third party fees (attorney's fees and debt collection fees specifically included) and other costs incurred by the Company in connection with any late payments or past due amounts.
5. **Risk of Use.** Member acknowledges that he/she is using the facilities at his/her own free will and decision. Member acknowledges that Artisan's Asylum does not have any liability with respect to Member's access, participation in, use of the facilities, or any loss resulting from such participation or use.

Artisan's Asylum and its respective board members, employees, volunteers, instructors, agents, contractors and officers shall not, to the extent permitted by law, be liable for, and the Member waives all right of recovery against Artisan's Asylum and such individuals for any damage or claim with respect to any injury to person or damage to, or loss or destruction of, any property of Member, its contractors, employees and invitees due to any act, omission or occurrence in or about Artisan's Asylum or the Building. Except for the gross or willful misconduct by the Company, Member agrees to indemnify, defend, protect and hold the Company and its respective board members, employees, volunteers, instructors, agents, contractors and officers harmless from and against all claims of whatever nature arising out of Member's use of the facilities and occupancy of the Company. Members are strongly encouraged to carry insurance that covers their personal equipment while using the workspace at Artisan's Asylum.

6. **Interruption of Service.** Member acknowledges that due to the imperfect nature of electronic communications, electronics and utilities, Artisan's Asylum shall not be responsible for damages, direct or consequential, which may result for the failure of Artisan's Asylum to furnish any of the Services. The Company will, however, act in good faith and in a commercially reasonable manner in working to remedy any flaws in the facilities or equipment, or delays in providing access to the facilities or equipment to the Member.
7. **Relationship of the Parties.** Member is not an employee or contractor of the Company. Artisan's Asylum has no right to the work produced by Members or guests working at the Company. Members shall maintain all copyrights, patents and any other proprietary rights related to the Member's works that are created using the facilities.
8. **Partial Invalidity.** If any one or more of the provisions of this Agreement shall be invalid or unenforceable, the remainder of this Agreement shall not be affected, and each remaining provision shall be valid and enforceable to the fullest extent permitted by law.

9. **Waiver.** No delay or omission on the part of Artisan's Asylum in exercising any right under this Agreement shall operate as a waiver of such right or of any other right of the Company, nor shall any waiver of such right or rights on any one occasion be deemed a bar to, or waiver of, the same right or rights on any future occasion. The acceptance by Artisan's Asylum of any payment, or of a sum less than is due, shall not be construed as a waiver of any of the Company's rights unless such waiver is in writing.
10. **THIS AGREEMENT IS NOT A LEASE AND DOES NOT CREATE OR REFLECT ANY FORM OF TENANCY OR INTEREST IN REAL PROPERTY IN FAVOR OF THE MEMBER.** This Agreement is subject and subordinate to a lease by and between Artisan's Asylum and the owner of the Building. This Agreement shall terminate simultaneously with the termination of said lease. This Agreement shall be governed by, interpreted and enforced in accordance with the laws of the Commonwealth of Massachusetts.

Member Name: _____

Company: _____

Mailing Address: _____

City/Town: _____

State: _____

ZIP Code: _____

Email Address: _____

Phone Number: _____

Emergency Contact: _____

Relation: _____

Phone Number: _____

Email Address: _____

Member Signature: _____

Date: _____

Over 18? **Yes** **No** (Guardian required)

Guardian Signature: _____

Date: _____

Asylum Signature: _____

Date: _____

Artisan's Asylum Policies and Procedures

Artisan's Asylum strives to provide a safe, productive and fun work environment for its members. In light of this mission, we ask you to obey the following policies and procedures for working in our facility. **Failure to obey these policies and procedures can make our facilities dangerous or unwelcoming to others, and such actions on your part may result in your license being terminated without notice.** Please take them seriously. We reserve the right to change these policies and procedures as needed and with sufficient notice to members.

Individual Safety: Obey all posted signs and literature pertaining to safe use of our facilities. These include but are not limited to signs regarding appropriate shop clothing and protective gear, techniques for safe equipment use, material-specific precautions for equipment, and machine tool lockouts. Do not use equipment you are not comfortable with or trained to use. Our strong preference is that you not operate heavy machinery after staffed hours without a partner in the facility; operate it individually at your own risk. Default to asking for help if uncertain.

Shared Safety: In a shared and open facility like ours, it is possible for less experienced members to operate equipment dangerously without knowing it. Please stay on the lookout for unsafe behavior, and approach and offer feedback to fellow members if you believe they are working unsafely. Please notify staff immediately if you believe any piece of equipment or infrastructure to be unsafe.

Respectful Behavior: In both in-person and electronic interactions, behave respectfully, courteously, and professionally to your fellow members. No discrimination, harassment, or hate speech shall be tolerated.

Courtesy of Individual Spaces: If you are licensing space from us, please keep your individual space relatively orderly. Do not enter any individual workspaces that are not yours without explicit permission.

Courtesy of Shared Spaces: Keep noise levels to a respectful minimum for the comfort and enjoyment of those in the immediate area. No loud music, tool use or other noise will be permitted in the open rental areas without the explicit permission of the members around you. No fumes or flames are permitted in unventilated areas. Restore the shared spaces to be as clean as or cleaner than when you found them. Please respect and do not interrupt any official Asylum activities or classes in the shared spaces.

Presence: Inactivity and lack of physical presence at our community facility can be detrimental to our mission and prevent others from using the space. Please inform us of any extended absences or extenuating circumstances that might prevent you from attending. Otherwise, we expect members to make regular use of our facilities.

Guests: Non-member guests are permitted in the Asylum so long as they do not use Asylum equipment or shared areas or interfere with other members. Guests and their actions are the sole responsibility of the host member.

Tolerance of Feedback: Please be open to constructive feedback from fellow members, especially as it pertains to safe use of our equipment and disrespectful communication or behavior.

Member Signature:

Date:

Artisan's Asylum Services Addendum

Memberships at Artisan's Asylum grant access to our facilities (shared and exclusive) at different posted times of the day and days of the week. Exclusive space licenses reserve studio or storage spaces within our facilities for individuals or groups. Payment terms for our services are as follows:

- Payment is due monthly (or upon the expiration of payment in advance, as indicated on this addendum), on or before the day of the month specified as the Membership start date.
- First and last month's space fee and membership are due upon license signing to reserve a space license.
- Late fees, in the amount of 5% of the monthly fees due, will be charged 5 days after the payment due date and monthly thereafter until the outstanding balance is paid in full.
- 30 days written notice is required to terminate space licenses. Memberships without corresponding space licenses can be terminated by immediate notice and non-renewal of fees, but otherwise memberships must be maintained for the duration of space licenses.

Membership Type:

- Unlimited Membership:** 24/7 access to the facilities. **(\$150/month)**
- Nights/Weekends Membership:** Access from 6-11PM on weekdays, 10AM-10PM on weekends. **(\$100/month)**
- Daytime-Only Membership:** Access from 9AM-7PM on weekdays. **(\$100/month)**
- Weekend Warrior Membership:** Access from 10AM-10PM on weekends. **(\$60/month)**
- Institutional Membership:** 24/7 access for a group of people (attach list as addendum) **(\$200/month)**
- Day Pass Membership:** One-day access during staffed hours. **(\$85/5-day, \$145/10-day)**

Individual Space Type:

- 50 sqft Plot:** Exclusive use or shared use (with _____), **(\$100/month)** in lot ____
- 100 sqft Plot:** Exclusive use or shared use (with _____), **(\$150/month)** in lot ____
- 200 sqft Plot:** Exclusive use or shared use (with _____), **(\$300/month)** in lot ____
- 250 sqft Plot:** Exclusive use or shared use (with _____), **(\$400/month)** in lot ____
- 2' x 2' x 2' Storage Unit(s):** ____ (#) storage units **(\$10/month/unit)** in location _____
- Palletized (40" x 48", or 13 sqft) Storage Unit(s):** ____ (#) storage units **(\$30/month/unit)** in a shared lot
- Flex Space:** ____ sqft **(\$.25/sqft/day, or \$1.00/sqft/week, or \$2.50/sqft/month)** for _____ **(days / weeks / months)**

Storage units require a monthly membership; pallets and 50sqft plots require \$100 memberships or higher; all other plot rentals require \$150 memberships or higher; flex space requires prorated \$150 memberships or higher.

Discounts:

- Tool Lease:** Equipment value (attach addendum) equivalent to a membership discount of: _____
- Subsidized Membership:** Member qualifies for subsidizing (Asylum Initial: ____), 20% off of membership

Monthly Fees: _____ **Paid Today:** _____

For Period: _____

Member Name: _____

Member Signature: _____ **Date:** ___ / ___ / ___

Asylum Signature: _____ **Date:** ___ / ___ / ___

OFFICE USE ONLY:

Paid: [CASH / CHECK / CREDIT], Reference #: _____, Date: ___ / ___ / ___

MA membership bought Date: ___ / ___ / ___ Initials: _____

QB invoice Date: ___ / ___ / ___ Initials: _____

ES card entry Date: ___ / ___ / ___ Initials: _____

Example Makerspace Starting and Running Expenses

NOTE: All costs are estimates, and are based on quotes Artisan's Asylum received from licensed professionals from Somerville, Massachusetts. Your rates will definitely vary, but these should help project costs. Please do not assume that these will be the only expenses you will face; there may be many that you encounter that are not listed here.

Type of Service:	Description:	Cost:	Units:
Legal	Low cost fixed fee for helping write the Articles of Organization for a nonprofit corporation (NOTE: Not the same fee as filing for nonprofit exemption)	\$850	Total
	Fixed fee for legal consultation and development of the Artisan's Asylum 1023 application	\$2,500	Total
Insurance	One year of General Liability, Property and Umbrella insurance, procured through secondary/national markets, with all equipment protected at-cash-value, at \$1,000,000 per occurrence and \$2,000,000 aggregate	\$0.40	Per Square Foot
	Insurance of a Mini-Maker Faire with expected headcount of 2,500 attendees with no major tech demonstrations or dangerous activities	\$350	Per Event
Architectural	Architectural study and development of a build plan for a well-maintained, mostly to-code space. The costs include a code compliance and construction review, and the development of architectural plans that were transcribed from plans Artisan's Asylum developed internally. Costs for an architect to develop plans for the space independently would be much higher	\$3,500	Total
	Initial building permit filing for Certificate of Occupancy process	\$350	Total
Electrical	Installation of a 208v, 3-phase, 30-amp outlet (i.e., the kind needed to run most machine tools like mills, lathes, and welders) within 20 feet of a circuit breaker panel	\$400	Per Outlet
	Installation of 120v, single-phase, 20-amp, 4-outlet junction box within 20 feet of a circuit breaker panel	\$150	Per Junction Box
	Installation of a 208v, 200-amp, 40-circuit commercial grade electrical panel with included breakers	\$1,200	Per Panel
	Additional cost per foot of runs significantly longer than 20 feet from a panel, 120v, 20-Amp	\$1-2	Per Foot
	Additional cost per foot of runs significantly longer than 20 feet from a panel, 208v, 30-Amp	\$3-5	Per Foot
	Cost per 8-foot T8 high-efficiency fluorescent bulb typically used in warehouses	\$10-40	Per Bulb

	Purchase and installation of a basic, non-fire-rated (i.e., internal) 36" door with lock and handle	\$300	Per Door
Mechanical	Materials for DIY 4-foot-tall, wood-studded dividers identical to those dividing Artisan's Asylum rental units, constructed with volunteer labor (IMPORTANT NOTE: As these are not attached to the building and are free-standing, they are considered furniture and are thus allowed in Somerville. Consult your building department before attempting any DIY work)	\$6	Per Linear Foot
	Installation and materials costs for 8-foot, steel-studded, to-code walls professionally installed, attached to the building and inspected	\$40	Per Foot
	Demolition of walls and existing infrastructure	\$5-10	Per Square Foot
	Purchase and professional installation of fans and ducting for OSHA-grade welding ventilation	\$3,000	Per Bay
Ventilation	Roof penetration and sealing cost per duct, through a sheet metal and rubber roof	\$600	Per Penetration
	Cost of materials for custom dust collection ventilation system, not including design time, dust collector, or professional installation costs	\$1.75	Per Square Foot
	Approximate, appropriate dust collection cost	\$2.00	Per Square Foot
	Repositioning of individual sprinkler heads along existing sprinkler pipe to cover new, walled-off spaces; price includes proportion of a day of coordination with the local fire department	\$250	Per Head
Sprinklers	Installation of a new wet sprinkler system, from scratch	\$10	Per Square Foot
	Cost of rigging 1,000 to 2,500 pound machine tools between two locations less than 60 miles apart; cost is heavily dependent on total travel distance and difficulty of access to the tools	\$750-1250	Per Tool
	Monthly electricity rates, assuming fluorescent lighting that stays on 18-20 hours a day, 24/7 shop tool access, and one outlet per renter	\$0.15	Per Square Foot, Per Month
Utilities	Cost of maintaining a dumpster emptied once a week	\$100-300	Per Dumpster, Per Month
	Peak natural gas costs of heating a warehouse in a Boston winter.	\$0.13	Per Square Foot, Per Month
	Rent for an urban, well-maintained warehouse space in a coastal city, greater than 2,000 square feet	\$8-14	Per Square Foot, Per Year
Rent	Rent for a suburban or rural, moderately-maintained warehouse space in low-demand cities, greater than 2,000 square feet	\$1-4	Per Square Foot, Per Year
	Additional building envelope maintenance (NOTE: Does not include equipment maintenance), property tax, snow clearing, building manager, and other fees associated with large buildings	\$.5-3	Per Square Foot, Per Year

Example Makerspace Income - Artisan's Asylum

NOTE: All income numbers are derived from 2.5 years of growth and continuous operation of Artisan's Asylum. We are a nonprofit, 40,000 square foot urban makerspace in a very dense residential community with lots of colleges in the area, high real estate prices and high cost of living; we feature private rental studios and storage spaces, a large (250+) membership, 20-25 classes a month, and many types of shops. We primarily focus on weeknight and weekend classes, and keep each of our workshops occupied with classes throughout half of the available night and weekend time. **Please be very careful and conservative** about using these income numbers to help define your makerspace business model.

Type of Income:	Description:	Average:	Units:
Rentals	Average income from rental studios, not counting memberships	\$19	Per Square Foot, Per Year
	Average income from rental studios, including memberships	\$36	Per Square Foot, Per Year
	Average packing density of small rental studios in an given floor area, assuming to-code fire lanes and packing inefficiency	55-70%	
	Average income from pallet rentals, not including memberships	\$28	Per Square Foot, Per Year
	Average income from pallet rentals, including memberships	\$90	Per Square Foot, Per Year
	Average income from shelf rentals, not counting memberships	\$60	Per Square Foot, Per Year
	Average income from shelf rentals, including memberships	\$125	Per Square Foot, Per Year
Classes	Range of gross income per student-hour	\$10-30	Per Student-Hour
	Average number of classes per workshop area per month, assuming 1 recurring class per week	2.5	
	Average gross income from woodworking classes, minus consumables	\$15	Per Square Foot, Per Year
	Average gross income from machining classes, minus consumables	\$18	Per Square Foot, Per Year
	Average gross income from welding classes, minus consumables	\$52	Per Square Foot, Per Year
	Average gross income from a dedicated, quiet classroom (i.e., 'miscellaneous' classes like CAD, casting, foam cutting, etc.)	\$45	Per Square Foot, Per Year
	Average gross income from electronics classes, minus consumables	\$24	Per Square Foot, Per Year
	Average gross income from jewelry and lampworking classes, minus consumables	\$45	Per Square Foot, Per Year

Memberships	Average membership payment; see the Artisan's Asylum Services Addendum for membership levels and benefits	\$120	Per Month
	Percentage of members who have private studio space	70%	
	Percentage of members who have shelf storage space	10%	
	Percentage of members who have pallet storage space	10%	
	Percentage of members who have no storage space	10%	
	Average number of members per square foot of common areas (i.e., workshops, kitchen and social area)	0.034	Members Per Square Foot
	Average number of members per square foot of total area	0.007	Members Per Square Foot
Prepayments	Average number of months of rent and membership prepayment renters were willing to pay Artisan's Asylum to help move into 10 Tyler Street. 6 month prepayments got 10% off membership, 12 month prepayments got 15% off membership	5.5	Months
Sales	Average markup on project materials, tools, and consumables sold through Artisan's Asylum, above market rate	10-25%	
Donations	Average donation at a large fundraiser, kickoff event, or other significant turning point	\$40	Per Attendee

Maker Works		
Capital, Income, & Expenses		
A Big Picture of the First 16 Months		Sept 2011 - Dec 2012
Buildout	\$60,000	Electrical, floors, walls, etc.
Equipment	\$175,000	
Operations Expenses to date	\$373,000	Non-startup expenses to date
Operations Income to date	-\$142,000	
Cash on hand	-\$17,000	
Total Capital In, to date	\$449,000	Possibly to break-even
		Note--this is from the first month to now (16 months); income is approaching expenses by now
Average Monthly		
Income		
Membership	\$3,800	(Much higher now)
Classes	\$2,400	Almost exclusively checkout; now adding skill development classes
Rent	\$2,800	8 offices + 3,200 ft ² (A2 MechShop)
Retail	\$220	
Food	\$187	
Total Ave Monthly Income	\$9,407	(Higher now)
Expenses		
Labor	\$8,151	
Utilities	\$1,527	Including A/C
Rent	\$7,200	\$6.20/sq ft, 14,000 sq ft, 2 yr lease
Insurance	\$500	Includes workers comp
Professional Fees	\$333	Includes some one-time accounting, architect
Marketing	\$287	Sponsorships (Maker Faire, Mini Maker Faire, etc.)
Supplies/Consumables/Retail/Classes	\$2,000	
Total Ave Monthly Expense	\$19,998	(Lower now)
Current Active Members	116	Close to \$9K monthly membership income
Total Members Numbers	320	
Sq feet (approx)	14,000	Main building, approx 10,000 ft ² shop. (16,000 ft ² nearby)
Monthly membership	\$90	
Yearly membership	\$900	
Discounted monthly membership	\$45	Additional family members, veterans (and soon, students, teachers)
Hours/week	53	M-Th 1-9, F 9-6, S-S 10-4

ARTISAN'S ASYLUM, INC.
FINANCIAL REPORT
6/1/2010 THROUGH 6/30/2011

PRESIDENT: Gui Cavalcanti
DIRECTOR OF FINANCE: Dmitri L. Litin

Artisan's Asylum, Inc.
Profit & Loss
July 2010 through June 2011

Ordinary Income/Expense

Income

Direct Public Support

Gifts in Kind - Goods 12,348.00

Individ, Business Contributions 39,670.73

Total Direct Public Support 52,018.73

Investments

Interest Income - Bank 2.40

Total Investments 2.40

Other Types of Income

Miscellaneous Revenue 1,015.00

Total Other Types of Income 1,015.00

Program Income

Class Income 77,023.00

Membership Dues 18,300.87

Total Program Income 95,323.87

Rentals

18,600.00

Total Income 166,960.00

Cost of Goods Sold

Cost of Materials used in Art 30.69

Cost of Sales - Inventory Sales 37.50

Total COGS 68.19

Gross Profit 166,891.81

Expense

Awards and Grants

Cash Awards and Grants 684.15

Total Awards and Grants 684.15

Contract Services

Accounting Fees 283.00

Legal Fees 3,500.00

Outside Contract Services

Administrative & Mgmt 6,815.19

Instructors & Speakers 37,085.95

Outside Contract Services - Other 650.00

Total Outside Contract Services 44,551.14

Total Contract Services 48,334.14

Artisan's Asylum, Inc.
Profit & Loss
July 2010 through June 2011

Facilities and Equipment	
Equip Rental and Maintenance	284.53
Maintenance & Improvements	13,667.80
Rent & Parking	46,497.02
Trash & Recycling Services	1,899.50
Utilities - Oil, Gas, Electric	8,549.12
Facilities and Equipment - Other	1,832.87
Total Facilities and Equipment	72,730.84
Operations	
Freight - IN	299.30
Office Supplies	3,153.76
Postage, Mailing Service	136.45
Printing and Copying	224.99
Supplies for Classes	8,283.30
Telephone & Internet	2,071.01
Vehicle Rentals	665.82
Total Operations	14,834.63
Other Types of Expenses	
Advertising Expenses	568.28
Bank Charges & Fees	5,758.84
Chargebacks and Returned Checks	341.36
Interest Expense - General	1.52
Other Costs	424.60
Sales Taxes Paid	208.57
Total Other Types of Expenses	7,303.17
Travel and Meetings	
Conference, Convention, Meeting	100.00
Food & Entertainment	541.71
Travel	80.97
Total Travel and Meetings	722.68
Total Expense	144,609.61
Net Ordinary Income	22,282.20
Net Income	22,282.20

Artisan's Asylum Buildout: Costs and Timeline

NOTE: The following buildout costs and times were incurred during the fully licensed design, construction and permitting of 10 Tyler Street, the 25,000 square foot main building of Artisan's Asylum. These costs are extremely low and the speed is very high for a building of our size; we designed the space ourselves, we built out our studios with volunteer labor with the building inspector's blessing, we moved as much as we could ourselves, and we had relatively few improvements. Our improvements consisted of wall building, a lot of electrical installation, installation of ventilation, and some amount of sprinkler modification.

Please bear all this in mind if you use this for planning purposes.

Type of Cost:	Description:	Cost:
Architectural	Architectural study and development of a build plan for 10 Tyler Street. The costs included a code compliance and construction review, and the development of architectural plans that were copied from plans that Artisan's Asylum developed internally	\$3,500
Permitting	Initial building permit filing for Certificate of Occupancy process	\$350
	Final permit filing once buildout was completed	\$1,300
Electrical	Installation of 3 new electrical panels, 20-25 high-voltage, high-amperage machine tool outlets, and on the order of 30 standard convenience junction boxes around 10 Tyler Street; all new electrical installations were surface-mounted	\$26,000
Mechanical	Materials for the walls of our renter units. All labor for the wall construction was provided by volunteers. (IMPORTANT NOTE: As these are not attached to the building and are free-standing, they are considered furniture and are thus allowed in Somerville. Consult your local building department before attempting any DIY work). Note that professional installation of such walls would cost additional tens of thousands of dollars for labor.	\$6,500
	General contractor installation costs for large renter units, machine and woodshop walls, compressor closet, and doors	\$16,000
Ventilation	Installation of four welding bays worth of OSHA-grade ventilation; price includes roof penetration and hard-wiring	\$15,000
	Cost of materials for custom dust collection ventilation system, not including design time; collection system was designed in-house	\$3,000
Rigging/Moving	Moving costs associated with move from 13 Joy Street to 10 Tyler Street (1 mile apart). Price includes professional rigging services to move 6x 1000+ lb machine tools with forklifts and pallet jacks, rental truck fees, and food for large numbers of volunteers	\$9,000
Rent	Rent and building maintenance charges for 2 months where the building wasn't open due to the permitting and construction process, but the rent period had begun. Note that this rent is not our steady state rent; our first-year rent was discounted by 45%. Also note that this period of paying rent was not expected in our initial calculations , and we include it here as a warning to others!	\$22,000

Payroll	Payroll and benefits for 3 employees for the full period of moving, construction, and permitting. Note that, like the aforementioned rent, the magnitude of this cost due to delay was not expected in our initial calculations.	\$32,000
Sprinklers	Repositioning of individual sprinkler heads along existing sprinkler pipe to cover new, walled-off spaces in 10 Tyler Street; price includes a day of coordination with local fire department	\$7,100
Insurance	Total first-year, prepaid cost of General Liability and Property, Umbrella, Workers Comp, and other insurance types in order to begin operations at 10 Tyler Street.	\$16,000
Volunteer Labor	Raw volunteer time needed to move and bring 10 Tyler Street to an operational state. This time includes skilled supervisor and craftsman time, in addition to significant amounts of unskilled help.	2,500 hours
	Number of unique volunteers that contributed to the moving and building process over the course of 4 months	120
Final Cost:		\$157,750

Buildout Timeline

Activity:	Description:	Dates:
Search	Calling real estate agencies and working with the City of Somerville Office of Strategic Planning to search for a well-maintained 25,000 to 30,000 square foot warehouse space	March 15 - April 15
Negotiation	Initial discussions and presentations to the landlord, signing a Letter of Intent with preliminary rates and timetables, gathering Letters of Intent from potential renters, negotiating and signing the final lease.	April 15 - July 1
Fundraising	Organizing and putting on a 300-person fundraising event and announcement to the community	May 15 - July 1
Planning	Development of the bulk of the architectural and electrical plan in-house, contacting potential renters, coordinating the move, finding contractors and getting quotes	May 15 - August 1
Moving	Moving and rigging all equipment from 13 Joy Street to 10 Tyler Street. The move was one continuous, month-long process	August 1 - September 1
Architecture	Handing off in-house plans to a professional architect to do the code analysis, construction review, and official plans	July 1 - September 1
Permitting	Getting a basic site review and quote based on our architectural plans from the sprinkler company. This was far longer than expected	August 1 - September 15
	Submitting architectural plans to the inspectional services department and waiting for a building permit to be issued	September 15 - October 4
Construction	Contractors and volunteers work to the architectural plans. All work is completed before final inspection, which occurs at the end of this period	October 4 - November 2
Opening	10 Tyler Street opens for business	November 4

**Artisan's
 Asylum Tenant
 Fit Out**
 10 Tyler St.
 Somerville, MA 02143

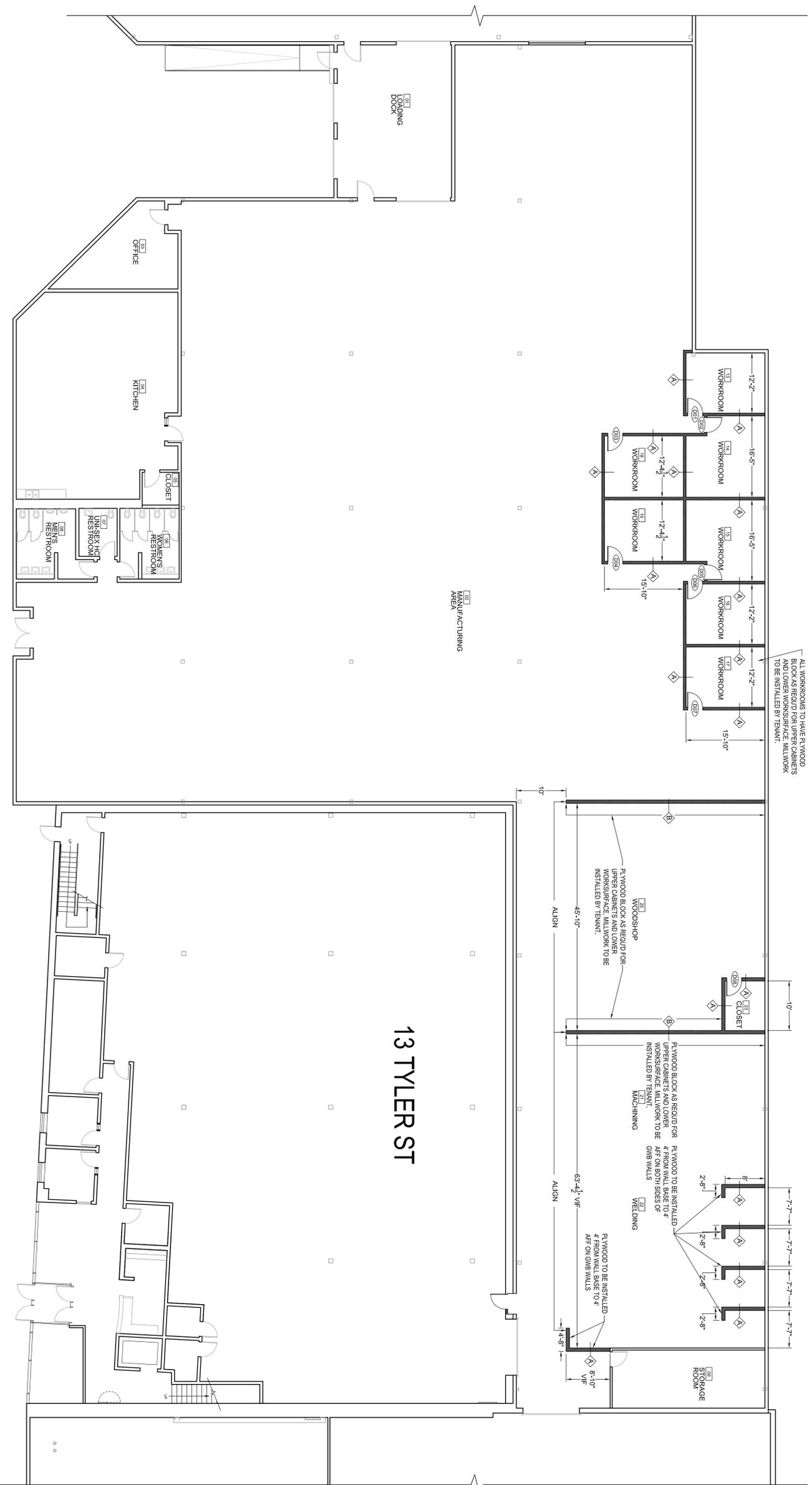
- SHEET LIST**
 A1.0 PLAN
 A2.0 DETAILS & SCHEDULES
 A3.0 TENANT FIT PLAN
 FIRE SPRINKLER PLAN (YANKEE
 SPRINKLER)

LEGEND
 ■ NEW WALL

PERMIT SET
PLAN

Date: 08.31.11 Scale: AS NOTED
 Drawn By: RB
 Revisited:

A1.0



ALL WORKROOMS TO HAVE PLYWOOD BLOCKS REQUIRED FOR UPPER CABINETS AND LOWER WORKSURFACE. MILLWORK TO BE INSTALLED BY TENANT.

WOODSHOP
 PLYWOOD BLOCKS REQUIRED FOR UPPER CABINETS AND LOWER WORKSURFACE. MILLWORK TO BE INSTALLED BY TENANT.

CLOSET
 PLYWOOD BLOCKS REQUIRED FOR UPPER CABINETS AND LOWER WORKSURFACE. MILLWORK TO BE INSTALLED BY TENANT.

STORAGE ROOM
 PLYWOOD TO BE INSTALLED 4" FROM WALL BASE TO 4" AFF ON BOTH SIDES OF GMB WALLS
 WELDING

PLYWOOD TO BE INSTALLED 4" FROM WALL BASE TO 4" AFF ON GMB WALLS

1
 PLAN AT 10 TYLER ST
 scale: 3/32" = 1'-0"

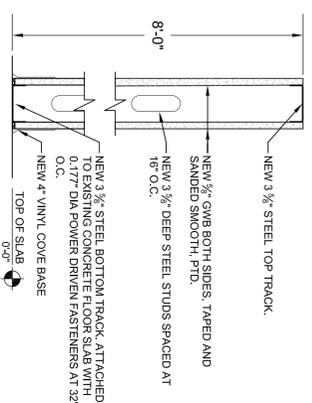


2
 LOCATION SITE PLAN
 scale: NOT TO SCALE

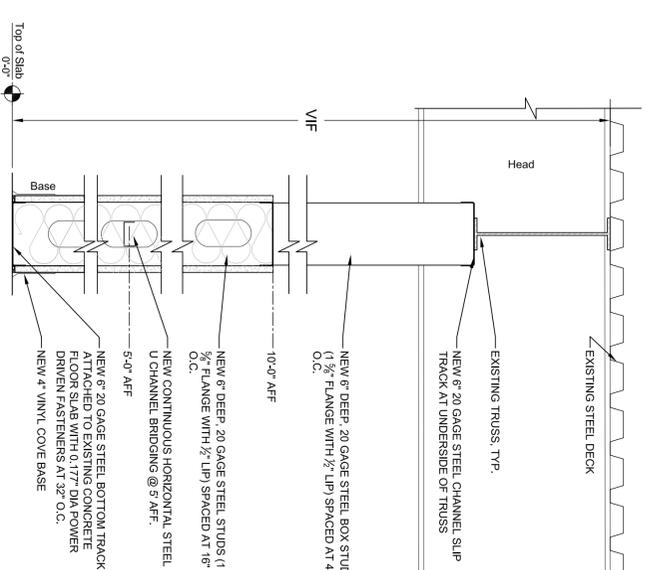
**Artisan's
 Asylum Tenant
 Fit Out**

10 Tyler St.
 Somerville, MA 02143

NOTES



1 WALL SECTION TYPE A
 scale: 1 1/2" = 1'-0"



2 WALL SECTION TYPE B
 scale: 1 1/2" = 1'-0"

DOOR NO.	LOCATION	ROOM NO.	ROOM NAME	DOOR TYPE	SIZE		FRAME	DOOR	DOOR & FINISH		HARDWARE	Lockset	Lockset Finish	Handle	Handle Trim	Closer	Closer Finish
					WIDTH	HEIGHT			FRAME	RATING							
DD1	13	Workroom	Single Hinged	3'-0"	7'-0"	Hollow Metal	Interior	Painted	N/A	Hinges - 1.5 Pall/door TYP	TBD	TBD	TBD	LCN	USS28P	4030	
DD2	14	Workroom	Single Hinged	3'-0"	7'-0"	Hollow Metal	Interior	Painted	N/A	Hinges - 1.5 Pall/door TYP	TBD	TBD	TBD	LCN	USS28P	4031	
DD3	18	Workroom	Single Hinged	3'-0"	7'-0"	Hollow Metal	Interior	Painted	N/A	Hinges - 1.5 Pall/door TYP	TBD	TBD	TBD	LCN	USS28P	4032	
DD4	19	Workroom	Single Hinged	3'-0"	7'-0"	Hollow Metal	Interior	Painted	N/A	Hinges - 1.5 Pall/door TYP	TBD	TBD	TBD	LCN	USS28P	4033	
DD5	15	Workroom	Single Hinged	3'-0"	7'-0"	Hollow Metal	Interior	Painted	N/A	Hinges - 1.5 Pall/door TYP	TBD	TBD	TBD	LCN	USS28P	4034	
DD6	16	Workroom	Single Hinged	3'-0"	7'-0"	Hollow Metal	Interior	Painted	N/A	Hinges - 1.5 Pall/door TYP	TBD	TBD	TBD	LCN	USS28P	4035	
DD7	17	Workroom	Single Hinged	3'-0"	7'-0"	Hollow Metal	Interior	Painted	N/A	Hinges - 1.5 Pall/door TYP	TBD	TBD	TBD	LCN	USS28P	4036	
DD8	23	Closet	Single Hinged	3'-0"	7'-0"	Hollow Metal	Interior	Painted	N/A	Hinges - 1.5 Pall/door TYP	TBD	TBD	TBD	LCN	USS28P	4037	

3 DOOR SCHEDULE
 scale: NOT TO SCALE

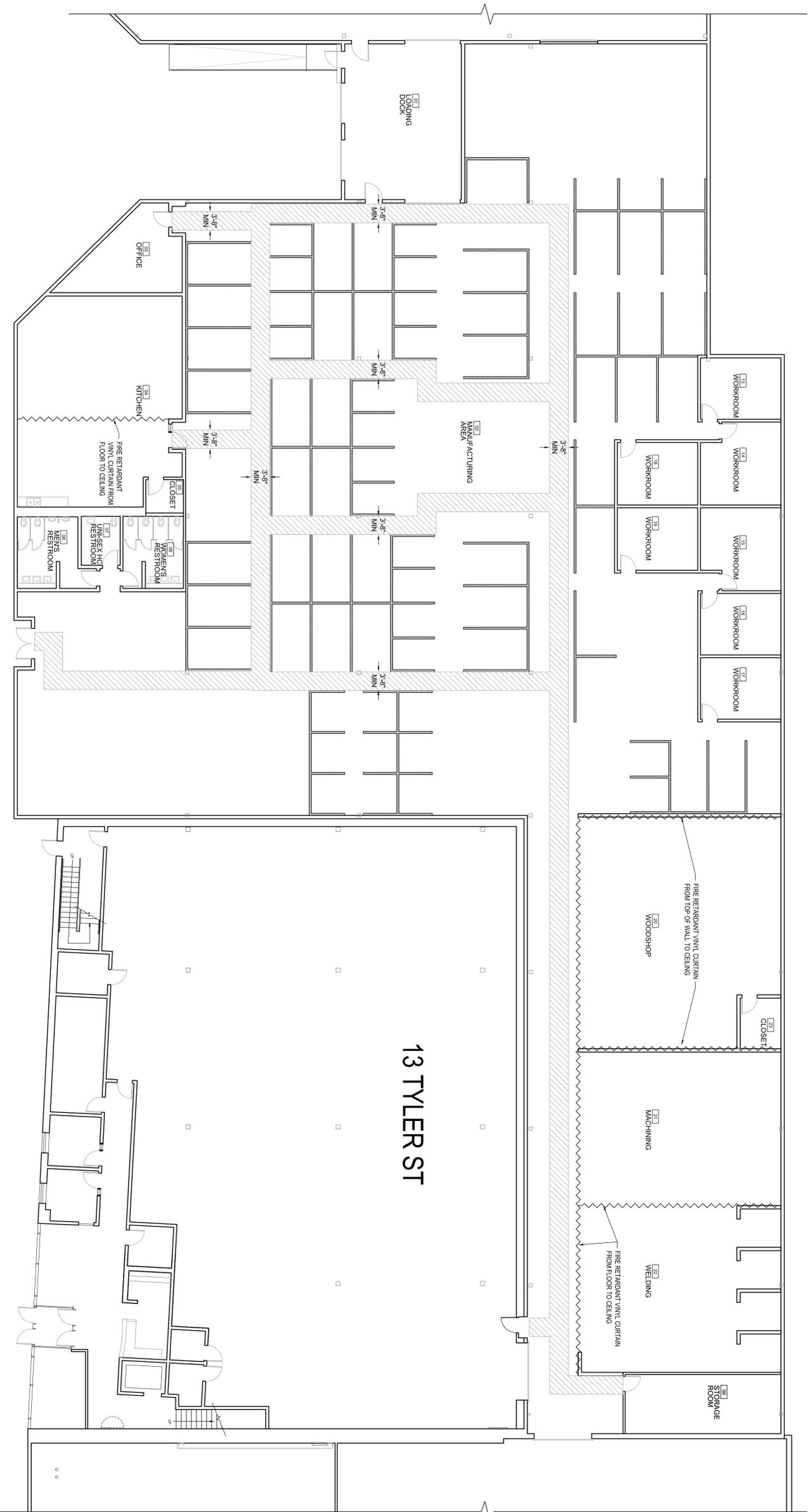
PERMIT SET
 DETAILS & DOOR
 SCHEDULE

Date: 08.31.11 Scale: AS NOTED
 Drawn By: RB
 Rechecked:

**Artisan's
 Asylum Tenant
 Fit Out**

10 Tyler St.
 Somerville, MA 02143

LEGEND
 ■ NEW 4' HIGH
 RELOCATABLE CUBICLE
 WALL



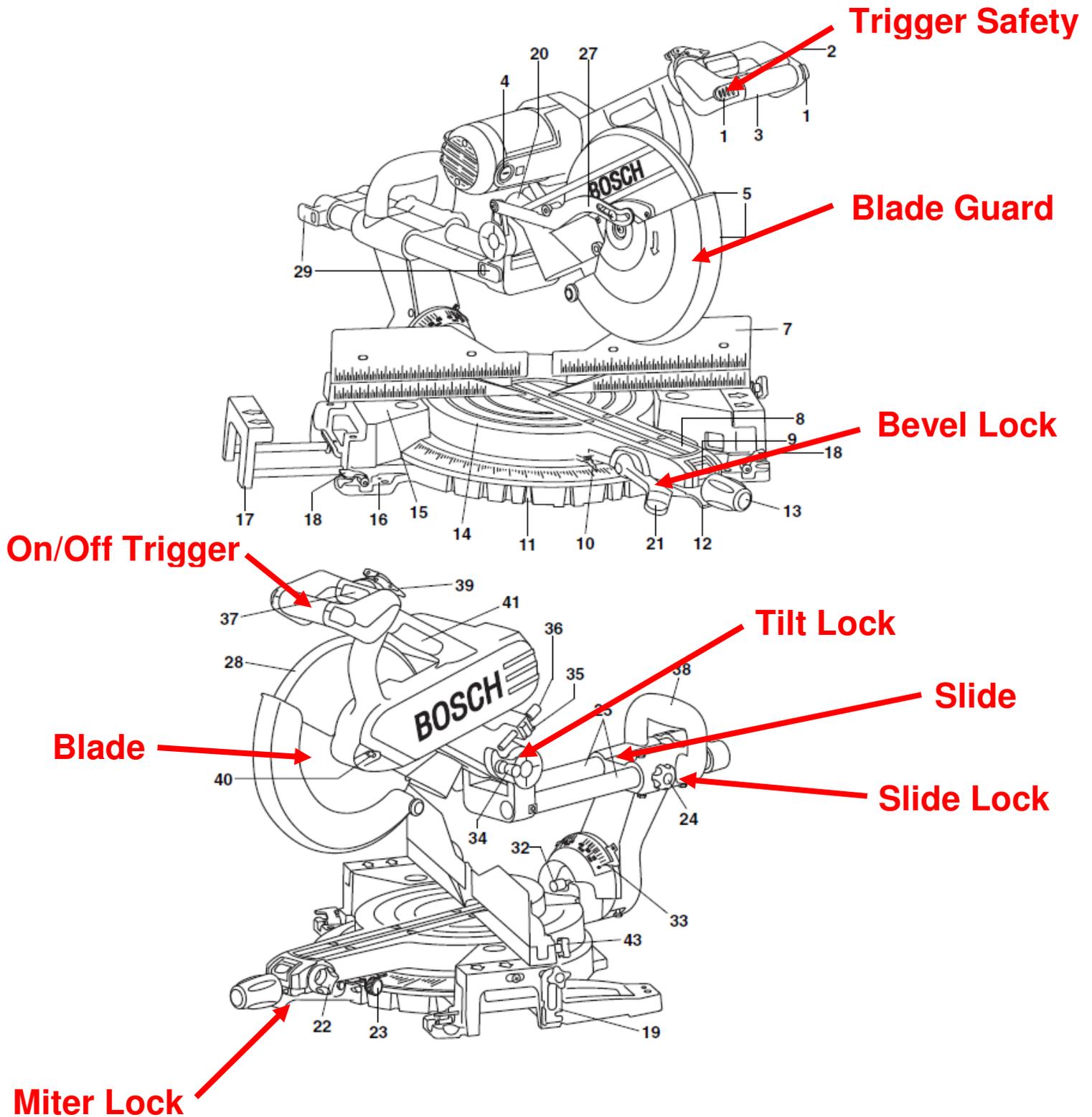
1 PLAN AT 10 TYLER ST
 scale: 3/32" = 1'-0"

PERMIT SET
 TENANT FIT PLAN

Date: 08.17.11 Scale: AS NOTED
 Drawn By: RB
 Revisited:

A3.0

Artisan's Asylum Tool Training Rubric: Compound Sliding Miter Saw



Personal Protective Equipment

- Standard shop personal protective equipment (safety glasses, no long hair, no flowing clothes, etc.) are required
- Dust mask recommended for heavy use or cutting exotic hardwood
- Activation of an attached dust collection system is required

Safe Operation

- Clamp workpiece to the saw or adjoining table on **ONE SIDE** of the saw blade. It is strongly suggested that you do not hold workpieces by hand
- If holding workpieces by hand, never put your hand underneath the blade for any reason, and keep pressure down and back into the saw to hold pieces in place
- Depress trigger safety once you are ready to cut, then the on/off trigger when you are cutting
- If the workpiece cut does not require the slide, lock the slide in place and only use the tilt function
- If the workpiece cut does require the slide, slide the head all the way out towards you, bring the head all the way down, and slide the head into the workpiece while cutting. **DO NOT** pull the head out towards the operator while cutting
- If a piece is curved, bent, or warped, make sure the piece is touching the fence where the saw will be cutting
- Only cut one piece of material at a time
- Do not move the workpiece until saw blade has stopped spinning
- To change the bevel or miter angle, flip the bevel lock lever or squeeze the miter angle lock lever and move the saw to its required position. Make sure the bevel lock and miter lock are secured and in position before making any cuts

Common Maintenance Operations

- Store the miter saw by lowering head, locking the head into place, pushing the head all the way into the tool, and locking the slide

Allowable Materials

- Materials cut are dependent on which shop the miter saw is in; only wood is allowable in the wood shop on the Bosch miter saw, while plastic and all metals (except for hardened ferrous metals) are allowed in the metal shop on the Evolution miter saw
- Cut wood must comply with the following rules:
 - No moldy or wet wood
 - No treated/painted/finished wood
 - All nails and staples removed
 - All hardwoods must be checked against a cutting/sanding chart for hazardous dust reactions

Artisan's Asylum Tool Training Test:

Compound Sliding Miter Saw

Student's Name: _____

Instructor's Name: _____

Date of Test: ____/____/____

Point out the following tool features:

- Trigger Safety
- On/Off Trigger
- Tilt Lock
- Bevel Lock
- Miter Lock
- Slide Lock

Personal Protective Equipment:

1. Is dust collection for the woodcutting miter saw optional? (Yes / No)

Safe Operation:

1. Is clamping of the workpiece required on one side, or both? (One / Both)
2. Demonstrate safe cutting procedures with a straight cut with no slide use
3. Demonstrate safe cutting procedures with a straight cut with use of the slide
4. Demonstrate safe cutting procedures with a beveled, mitered cut with slide use

Common Maintenance:

1. Demonstrate proper storage of the miter saw after use

Allowable Materials:

1. State 3 requirements of the wood that is cut on the woodcutting miter saw

Passed: YES / NO

Instructor's Signature: _____

INSURANCE SUMMARY

PREPARED FOR:

**Artisan's Asylum Inc
10 Tyler Street
Somerville MA 02143**

PRESENTED BY:

Account Executive:

Thomas Peter Cares Jr, CIC
President

E.A. Stevens Company, Inc.

Address:

389 Main Street
PO Box 188
Malden, MA 02148

Phone:

781-322-2324

Fax:

781-397-7672

Date:

November 21, 2012

This presentation is designed to provide you with an overview of your insurance coverages. It should not be construed as a legal interpretation of your insurance policy. Please refer to your policy for details on coverages, conditions and exclusions.

BUSINESSOWNERS POLICY

Named Insured: Artisan's Asylum Inc
Company Name: Atain Specialty Insurance Company
Policy Term: 09/27/12 – 09/27/13
Policy Number: CIP 159052
Premium: \$11,800
Surplus Lines Tax: 472
Inspection Fee 100
Annual Premium: \$12,372

Business Owners Policy

This policy insures real property and liability coverages in one contract. Endorsements can be added to the basic form to customize it for your particular needs.

PROPERTY COVERAGE

Location (01) 10 Tyler Street, Somerville MA 02143

<u>Limits</u>	<u>Property Description</u>	<u>Deductible</u>	<u>Value</u>	<u>Causes of Loss</u>	<u>Co Ins</u>
\$250,000	Business Personal Property	\$ 1,000 \$ 5,000 Theft	ACV	Special	80%
\$130,000	Improvements & Betterments	\$ 1,000 \$ 5,000 Theft	ACV	Special	80%

Location (02) 12 Tyler Street, Somerville MA 02143

<u>Limits</u>	<u>Property Description</u>	<u>Deductible</u>	<u>Value</u>	<u>Causes of Loss</u>	<u>Co Ins</u>
\$ 50,000	Business Personal Property	\$ 1,000 \$ 5,000 Theft	ACV	Special	80%
\$ 20,000	Improvements & Betterments	\$ 1,000 \$ 5,000 Theft	ACV	Special	80%

Includes:

Enhanced Property Coverage Extension:

Limited Equipment Breakdown	\$ 25,000	\$500 Deductible
Accounts Receivable	\$ 25,000	\$500 Deductible
Computer Equipment	\$ 25,000	\$500 Deductible

Money & Securities/Inside Premises	\$ 5,000	\$500 Deductible
Employee Dishonesty	\$ 5,000	\$500 Deductible
Outdoor Signs	\$ 25,000	\$500 Deductible
Spoilage	\$ 25,000	\$500 Deductible
Valuable Papers	\$ 25,000	\$500 Deductible
Back-Up of Sewers and Drains	\$ 10,000	\$500 Deductible

Burglary and Protective Safeguards-must maintain video recording cameras in complete working order.

Loss Payee:

Cambridge Trust Company
 One Broadway
 Cambridge, MA 02142

PROPERTY DEFINITIONS

Actual Cash Value

This loss valuation method pays the amount equal to the replacement cost minus depreciation of damaged or stolen property at the time of the loss. It is the actual value for which the property could be sold, which is typically less than what it would cost to replace it.

Co-Insurance

A policy may contain a coinsurance clause requiring that the limit of coverage be a minimum percentage (usually 80%) of the insurable value of your property. If the amount of insurance carried is less than what is required by this clause, any claim payment may be reduced by the same percentage as the deficiency. For example, covered property worth \$100,000 may require a minimum of 80%, or \$80,000, of coverage for compliance with the policy's coinsurance requirement. If only \$60,000 of coverage is carried (25% less than the required \$80,000), then any loss payment would be reduced by 25%.

Deductible

A policy may include a deductible in its provisions. This limit specifies the amount that will be deducted from any payment made to you because of a covered loss.

Improvements and Betterments

This coverage will protect against damage to building property which the tenant has improved or made better at their expense.

Personal Property

This coverage protects personal property owned by your corporation and used in your operations. Furniture and fixtures, equipment and machinery, raw stock, and finished goods all fall within this category. Personal property of others while located in your covered building or within 1,000 feet of the premises can also be insured. Contents located off premises are not covered and must be insured by alternate methods.

Special Causes of Loss

This coverage will protect covered property against direct loss arising from any cause not specifically excluded. The advantage of this form is that the insurance company must prove that a loss is specifically excluded in order to deny coverage under the policy.

GENERAL LIABILITY COVERAGE

This coverage protects your business from claims arising from alleged bodily injury, personal injury or property damage liability. It includes protection for services you render or products you sell. Coverage payments can include judgments, attorney fees, court costs, or other related expenses.

<u>Limits</u>	<u>Coverage Description</u>
\$1,000,000	Each Occurrence - Bodily Injury and Property Damage
\$2,000,000	General Aggregate
\$Included	Products and Completed Operations Aggregate
\$1,000,000	Personal and Advertising Injury
\$ 300,000	Fire Damage (each occurrence)
\$ 5,000	Medical Expense (any one person)
\$ 500	Deductible-Per Claim

Includes:

- Premises and Operations
- Products and Completed Operations
- Personal Injury Liability
- Advertising Liability
- Medical Expense Payments
- Fire Damage Liability

Coverage is included for one day event on 10/13/2012. O'Reilly Media, 1005 Grovenstein Highway North, Sebastopol, CA 95472, is included as an additional insured.

JWF, LLC their property manager and mortgagee, ATIMA, 21 Properzi Way, Unit A, Somerville, MA is included as an additional insured. Waiver of Subrogation and Primary & Non Contributory wording apply.

Please refer to your policy for conditions, endorsements and exclusions.

GENERAL LIABILITY DEFINITIONS

Liability Limits

The PER OCCURRENCE limit is the maximum amount available for claims arising out of any one occurrence. The GENERAL AGGREGATE limit is the maximum payable amount for all claims during the policy year arising out of occurrences, except products and completed operations claims. The PRODUCTS AGGREGATE limit is the maximum amount available for products and completed operations claims.

Premises/Operations

This coverage is used to insure against claims arising out of your ownership, maintenance or use of premises including any operations that are in progress.

Products/Completed Operations

This coverage is used to insure against claims arising out of bodily injury and property damage that results from products you have sold, manufactured, handled, distributed or disposed of; or for work you have performed, provided the accident occurs away from premises you own or rent.

Personal Injury Liability

This coverage is used to extend your General Liability policy to include protection against claims alleging false arrest, libel, slander, malicious prosecution, wrongful entry or wrongful eviction.

Advertising Injury Liability

This coverage is used to insure against claims of libel, slander, product disparagement, piracy, infringement of copyrights, etc., that arise out of the advertising of your goods, products or services.

Fire Damage Limit

This coverage is used to insure against your legal liability that arises out of fire damage to structures rented to you or temporarily occupied by you with permission of the owner.

Medical Payments

This coverage will reimburse, without regard to your liability, all reasonable medical expenses incurred by persons as a result of bodily injury sustained by accident as defined in your policy.

ELECTRONIC DATA PROCESSING COVERAGE

Named Insured: Artisan's Asylum Inc
Company Name: Peerless Insurance Company
Policy Term: 09/18/12 – 09/18/13
Policy Number: IM8920966
Annual Premium: \$250

Location (01) 10-12 Tyler Street, Somerville MA 02143

<u>Limits</u>	<u>Coverage Description</u>
\$21,000	Print SE Plus Education 3D Print Pack

Additional Conditions and Endorsements:

- \$500 Deductible: Per Occurrence
- Valuation is Replacement Cost
- Special Form
- Includes Earthquake & Flood

Coverage Extensions & Supplemental Coverages provided under CM 10 01:

Debris Removal: 25% of the direct physical loss, or \$25,000
Pollutant Cleanup and Removal: \$10,000
Newly Acquired Covered Property: \$100,000 Hardware; \$10,000 Software
Covered Property at Newly Acquired or Temporary Location: \$100,000 Hardware;
\$10,000 Software
Cell Phones & Laptops (Off Premises): \$5,000
Covered Property at Tradeshows, Fairs, or Exhibitions: \$5,000
Computerized Production Equipment: \$10,000
Extra Expense: \$5,000

Please refer to your policy for conditions, endorsements and exclusions.

WORKERS COMPENSATION POLICY

Named Insured: Artisan's Asylum Inc
Company Name: Liberty Mutual Insurance Company
Policy Term: 10/12/12 – 10/12/13*
Policy Number: WC2-31S-382742-011
Annual Premium: \$1,791

Statutory Workers Compensation

This coverage is used to comply with the Workers' Compensation Coverage required by your state law. Under this requirement, an employee can be compensated if they are injured while working for you, regardless of your negligence as an employer.

Employers Liability

This coverage will pay for all sums, which you are legally obligated to pay because of bodily injury by accident or disease sustained by any employee arising out of their employment. This coverage is distinct from any Workers Compensation policy claim.

State Insured: MA

Limits

Coverage Description

As Required	Workers' Compensation
\$1,000,000	Employer's Liability - Each Accident
\$1,000,000	Employer's Liability - Disease-Policy Limit
\$1,000,000	Employer's Liability - Disease-Each Employee

Bodily Injury By Accident Limit

This is the most your insurer will pay under Coverage B, Employers Liability, for all claims arising out of any one accident, regardless of the number of claims that may arise out of the accident.

Bodily Injury By Disease - Policy Limits

This is the aggregate limit that stipulates the most your insurer will pay for employee bodily injury by disease claims during the policy period regardless of the number of employees who make such claims.

Bodily Injury By Disease - Each Employee

This is the most your insurer will pay for damages due to bodily injury by disease to any one employee.

RATING BASIS

Audit Premium

The proposed premium is based on the following estimates of annual exposures. They are subject to audit after expiration of the policy.

Loc	Code	Classification	Est. Payroll	Rates	Premium
MA	8868	School: Professional Employees & Clerical	\$207,000	.61	\$1,263
MA	9101	Schools – Trade or Vocational: All Other Employees	If Any	3.17	\$0

ESTIMATED CLASS PREMIUM	\$1,263
EL LIMIT INCREASE/MINIMUM PREMIUM ADJUSTMENT	<u>\$ 75</u>
ESTIMATED STANDARD PREMIUM	\$1,338
EXPENSE CONSTANT	\$ 338
TERRORISM PREMIUM	\$ 62
MA ASSESSMENT	<u>\$ 53</u>
TOTAL ESTIMATED ANNUAL PREMIUM	\$1,791

Please refer to your policy for conditions, endorsements and exclusions.

COMMERCIAL AUTOMOBILE POLICY

Named Insured: Artisan's Asylum Inc
Company: Safety Insurance
Policy Number: 5054048
Policy Term: 10/07/12 – 10/07/13
Annual Premium: \$234

HIRED AND NON-OWNED AUTOMOBILE COVERAGE

<u>Limits</u>	<u>Coverage Description</u>
\$ 1,000,000	Bodily Injury & Property Damage Combined Single Limit

Please keep in mind if there are any owners that do not have a personal auto policy of their own, or are not listed on a personal auto policy as an operator, then you should have Drive Other Car (DOC) coverage for those individuals.

Please refer to your policy for conditions, endorsements and exclusions.

AUTOMOBILE DEFINITIONS

Automobile Liability

This coverage is used to protect against claims alleged for bodily injury and property damage arising from the ownership, maintenance or use of any covered auto.

Hired Automobile Coverage

This coverage is used to protect against claims arising out of the use of vehicles leased, hired, rented or borrowed by you, or your employees, while in the course of business.

Non-Owned Automobile Liability

This coverage is used to provide liability protection for autos used in your business that are not owned, leased, hired, rented or borrowed. This includes autos of employees and subcontractors that are used on your behalf.

UMBRELLA POLICY

Named Insured: Artisan's Asylum Inc
Company Name: Associated International Insurance Company
Policy Term: 10/07/12 - 10/7/13
Policy Number: CUBW3642411
Annual Premium: \$3,000
Surplus Lines Tax 120
Total Premium: \$3,120

UMBRELLA COVERAGE

This form provides a higher limit of coverage that is excess over scheduled underlying policies. It is used in one of three ways: (1) to provide additional limits of protection over the coverage listed in your underlying schedule, (2) to act as primary coverage if your underlying limits are exhausted, and (3) to provide coverage for some risks, subject to a retention, when your primary coverage does not.

Limits

Coverage Description

\$ 3,000,000	Any One Occurrence
\$ 3,000,000	Aggregate
\$ 10,000	Retention Limit

Underlying Insurance Information:

General Liability

\$ 1,000,000 Each Occurrence
\$ 2,000,000 General Aggregate
\$ Included Products Aggregate

Automobile Liability

\$ 1,000,000 Combined Single Limit (BI & PD)

Employers Liability

\$ 1,000,000 Each Accident
\$ 1,000,000 Disease Policy Limit
\$ 1,000,000 Disease Each Employee

Please refer to your policy for conditions, endorsements and exclusions.

Policy Definitions

Claims-Made Form

This coverage will provide protection for only those claims reported or first made during the policy period or during any previous period that is stated in the Prior Acts or Retroactive Date option of your policy. This option allows you to keep coverage in force under consecutive Claims-Made policies.

Prior Acts Coverage

This provision in a Claims-Made policy excludes protection for any claims made during the policy period that arise from an occurrence prior to the inception date of the policy unless the person signing the Application had no knowledge or reasonable basis to anticipate a Claim might result.

COVERAGE RECOMMENDATIONS

We recommend you consider purchasing the following coverages:

Business Income Including Extra Expense

This coverage is used to insure against loss of income (including any continuing normal operating expenses) that you experience because of a suspension of your business when insured property has been damaged by a covered peril.

CyberRisk Insurance

This coverage provides protection against data breaches and other fast-evolving cyber exposures not covered by standard property and liability coverages.

Identity Fraud Expense Reimbursement

Provides employees with fraud expense coverage, which not only pays for expenses associated with clearing up the victim's credit, but also gives them the information and guidance they need to resolve the problem.

Please contact us if you would like us to provide you with quotations for the above recommendations.