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Stichting Doorspace
Francois de Veyestraat 8B
6221 AB, Maastricht
The Netherlands

Doorspace Membership Agreement

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1. Purpose of this document

This document, referred to as the Doorspace Membership Agreement, outlines:

- The terms and conditions under which Stichting Doorspace, located in the hall of Stichting Qeske Maastricht at François de Veyestraat 8B, 6221 AB Maastricht, agrees to offer its services and manage Memberships of Stichting Doorspace
- The business relation between Stichting Doorspace and Stichting Qeske Maastricht
- The responsibilities of Stichting Doorspace to each individual who consents to adhere to this Membership Agreement as a Member
- The responsibilities of each Member towards Stichting Doorspace

Stichting Doorspace may revise this Membership Agreement at any time (excluding any active Licence and Use Agreement) and will notify Members of such revisions by publishing a notice on its website and informing all members via email.

2. Doorspace & Qeske

Stichting Qeske Maastricht is an entrepreneurial hub located at François de Veyestraat 8b in Maastricht. It provides shared and private workspaces for small and medium-sized enterprises (SMEs) and hosts a vibrant community of innovators and creators. One of its key facilities is a 500 m² hall, where Stichting Doorspace is located.

Stichting Doorspace is a member of Stichting Qeske Maastricht and operates as a makerspace within the Qeske ecosystem. Its mission is threefold:

- To facilitate access to tools and machinery for creative and technical work
- To provide affordable, well-organised facilities for makers
- To promote knowledge-sharing in the areas of design, fabrication, and entrepreneurship

Beyond access to infrastructure, Doorspace is committed to cultivating a dynamic and collaborative community of active makers. It supports the development of small and early-stage initiatives by fostering an environment where people can create, learn, inspire, and connect.

Due to the intentionally low rent designed to make the space accessible, all tenants are expected to participate actively in the life of the community. Passive or minimal use of the space is discouraged, as inactive tenants can hinder the shared energy and mission of the space. The goal is not only to keep the space alive, but to make it thrive through engagement, collaboration, and collective growth.

To this end, tenants are expected to use their workspace regularly. As a general guideline, tenants should be present and working in their space at least two weekdays per week (Monday to Friday), unless otherwise agreed with Stichting Doorspace. The space is intended primarily for individuals or organisations for whom this location represents their main professional activity, not a secondary or occasional side project.

Stichting Doorspace reserves the right to assess tenant activity levels and may choose not to renew rental agreements if a workspace is found to be underused. This ensures that spaces remain available to those who are ready to actively contribute to the community and benefit from the facilities provided.

Members are also welcome to personalise and improve their workspaces. Stichting Doorspace can assist in the development or renovation of individual ateliers, where possible. Any modifications or upgrades must be discussed in advance with Stichting Doorspace and carried out in a manner that respects the safety and sustainability standards of the space. The use of toxic substances or non-water-based products is not permitted.

Upon termination of their membership or rental period, tenants are required to return the space in a condition that is either equivalent to how it was when first received, or in a state deemed acceptable by Stichting Doorspace. Any permanent alterations must be reversible unless otherwise approved in writing.

3. Explanation of terms

The terms defined below are used throughout this Membership Agreement:

Assessment refers to a test whose results determine whether Stichting Doorspace grants or denies access to a specific Machine on which the individual has been evaluated.

Atelier refers to a space available for rent in the hall of the Stichting Qeske Maastricht at Francois de Veyestraat 8B, 6221 AB Maastricht.

Booking refers to the act of reserving any facility or service offered by Stichting Doorspace.

Business refers to the activities conducted by Stichting Doorspace.

Business Member refers to an individual or entity engaged in a trade or business who has completed a business Membership application form, agreed to the terms of this Membership Agreement, and has been accepted by Stichting Doorspace as a business Member.

Code of conduct refers to the set of guidelines that all Members agree to follow while using the services offered by Stichting Doorspace, as detailed in section 15 of this Membership Agreement.

Fair Usage refers to the situation where, if more than one Member wants to use a machine without a booking, they must come to a mutual agreement on what is fair. Typically, continuous use of a machine should not exceed 30 minutes when there is high demand.

Dashboard refers to the home page of a Member's account (accessible after login of the Doorspacen.nl website), where all online services available to a Member can be accessed. This includes options to make a Booking, view and update personal information, manage payment details, view current bookings, access the Made Here page, and consult FAQs.

Host Member means a Member that brings one or more visitors into the premises. A host Member is responsible at all times for their visitor's health and safety and must ensure that their visitor(s) do not breach this Membership Agreement as they will be held accountable for breaches by their visitors.

Operational Day means any day on which Stichting Doorspace is open for Member's use.

Licence and Use Agreement refers to an agreement between a Member and Stichting Doorspace, wherein Stichting Doorspace:

- grants the Member a licence to occupy one or more workbenches and/or
- permits the Member to use certain equipment

This agreement is established when Stichting Doorspace accepts the Member's application to use the specified workbench(es) and/or equipment, which includes the Member's agreement to be bound by the terms of the specific Licence and Use Agreement related to such workbench occupation or equipment use.

[Machine](#) refers to the machinery accessible to Members at the Stichting Doorspace premises, including but not limited to the machines listed on the Stichting Doorspace website. Members may book these machines, provided they have completed the necessary induction, assessment, and/or training.

[Made here](#) refers to the section of the Stichting Doorspace website where Members can showcase their work created at or in connection with the space. Members may share images, describe their projects, highlight skills or interests, and optionally include contact information.

[Members](#) refers to both business Members and non-business Members

[Membership](#) refers to the status of being a Member.

[Membership joining form](#) refers to the online form that a person must complete to become a Member or business Member of Stichting Doorspace. This form will include a confirmation that the individual agrees to the terms of this Membership Agreement.

[Membership period](#) refers to the time frame for a specific Member, starting from the date when Stichting Doorspace accepts the individual as a Member (after the completion of a Membership Joining Form and agreement to this Membership Agreement) and ending on the date when the Member's Membership is terminated according to the provisions of this Membership Agreement.

[Non-business Member](#) refers to an individual who has completed a Membership joining form, has not applied for business Membership, has agreed to the terms of this Membership Agreement by completing the form, and has been accepted by Stichting Doorspace as a Member.

[Operational hours](#) refers to the times during which Stichting Doorspace is available for Member use, as specified on its website.

[Person](#) refers to an individual, a corporation, or an unincorporated entity, whether or not it has a separate legal personality.

[Pro-forma Licence and Use Agreement](#) refers to the specimen Licence Agreement provided as an annex to this Membership Agreement.

[Qeske maker](#) refers to an individual that has a valid Qeske User Agreement with Stichting Qeske Maastricht and is currently renting an Atelier in the hall of Qeske Maastricht.

[Qeske Member](#) refers to an individual that has a valid Qeske User Agreement with Stichting Qeske Maastricht and is renting other spaces than ateliers (e.g. fixed/flex desk or office spaces).

[Recurring payment](#) refers to a regular card payment, direct debit or incasso, automatically charged to the card or bank details provided by the Member through the company's designated online payment platform.

[Safety Induction](#) refers to the introductory training provided for the relevant department of the workbenches room and the machines considered low risk and suitable for general use by Members. This induction includes information on health and safety protocols as well as fire procedures for the building.

Stichting Doorspace Staff refers to the employees working for Stichting Doorspace.

Services refers to the range of services provided by Stichting Doorspace and accessible to Members upon payment of a fee. These services include, but are not limited to:

- Use of one or more workbenches
- Access to tools, machines, and other equipment
- Ordering of materials
- Storage facilities
- Ordering of consumables
- Use of space for events

Training refers to the instruction provided to an individual on the operation of a specific machine or machines, charged on an hourly basis.

Training record refers to the documentation maintained by Stichting Doorspace of all trainings, assessments, and safety Inductions provided to a Member.

Qeske User Agreement refers to the agreement that a Qeske Member has signed with Stichting Qeske Maastricht for the use of its spaces and facilities.

Visitor refers to anyone invited into the Stichting Doorspace premises by a Member, including friends or family, collaborators, employees, clients, or subcontractors. Visitors are not permitted, under any circumstances, to engage in activities that involve working or using the machines in the Stichting Doorspace premises.

Workbench means a delineated area with a workbench within which a Member may work and which a Member may book and use exclusively for the length of their booking.

Workbench or equipment booking form refers to the online form that a Member must complete to reserve a workbench, which includes a confirmation that the Member agrees to the terms outlined in the pro-forma Licence and Use Agreement for that workbench and/or equipment.

Workshop refers to a structured and interactive session where the Stichting Doorspace staff and Members engage in activities, discussions, or hands-on learning to gain or improve skills or knowledge about a specific topic.

Workshop area refers to the workspace located within the hall at Francois de Veyestraat 8b, 6221 AB Maastricht, or any other area that Stichting Doorspace may temporarily designate as part of the Workshop, whether reduced or expanded.

4. Membership

Membership is granted solely at the discretion of Stichting Doorspace and may be cancelled, terminated, or suspended by Stichting Doorspace as outlined in Section 18 below. No fee is charged for becoming a Member, but Members must pay fees to access certain services.

Membership grants the Member access to the Workshop area and its facilities, subject to the terms outlined in this Membership Agreement and, for the use of Workbenches, the provisions of the related Licence and Use Agreement.

To qualify for a Membership, individuals must be 18 years or older.

There are two categories of Members: Non-Business Members and Business Members.

Non-Business Membership grants the Member the right to:

- Make bookings
- Access machines upon completion of required Safety Inductions, assessments, and/or training
- Appear in the Made Here showcase section of the website

A non-business Member will receive an online login and will be responsible for managing payments, bookings, and changes, which must be conducted through their online account.

A non-business Member may not give their login details to any other Person and will be held responsible for any intentional or fraudulent misuse.

A non-business Member is prohibited from sharing their login details with any other person and will be held accountable for any intentional or fraudulent misuse.

Additionally, a non-business Member must pay booking fees in advance when reserving Stichting Doorspace facilities, in accordance with the terms of the applicable Licence and Use Agreement, where relevant.

Business Membership grants the Member the right to:

- make Bookings
- Access machines upon completion of required safety inductions, assessments, and/or training
- Appear in the Made Here showcase section of the website

To become a business Member, a Member must submit the relevant request in their completed Membership joining form. Stichting Doorspace reserves the right to approve or reject the application for business Membership.

Upon becoming a Business Member, the Member will receive a company login to manage online bookings.

All charges for bookings made by the business Member, regardless of which associated Members are assigned to those bookings, shall be the responsibility of the business Member.

It is the responsibility of a Business Member to secure their login credentials and to share them only with designated individuals. The Business Member will be liable for any deliberate or fraudulent misuse.

A Business Member may request a 30-day credit account from Stichting Doorspace by submitting a written or email application. Stichting Doorspace reserves the right to accept or reject such requests at its sole discretion. If the application is accepted, any existing Licence and Use Agreement with the business Member will be considered amended to include the 30-day credit for payments, until Stichting Doorspace notifies the Member (at its sole discretion, in writing or by email) that the credit status is no longer in effect.

5. Made Here

The Made Here section of the Doorspace.nl website provides Members with an online profile to showcase their skills, and for Business Members, to highlight their services.

Stichting Doorspace will review and approve each Maker's profile submitted by a Member before it is posted online, and reserves the right to refuse the posting of any Maker's profile.

Stichting Doorspace reserves the right to modify any intellectual property (text and images) submitted by a Member for their Maker's profile.

Stichting Doorspace reserves the right to use and edit intellectual property (text and images) provided by the Member for its sales and marketing purposes across various communication platforms.

Stichting Doorspace may, at its discretion and without warning, either publish or withdraw any Member profile from online visibility.

A Member may request the removal of their Maker's profile in writing by sending an email to Stichting Doorspace.

Members' Makers profiles must not include any profanity, copyrighted images, or intellectual property that is not owned by the Member.

Members are prohibited from including links to external websites or platforms not managed by them in their maker's profile.

6. Inductions, assessments and trainings

Safety induction

Any individual using the facilities at Stichting Doorspace must complete the relevant facility's safety induction before gaining access to that facility in the workshop.

Assessment

A Member is not permitted to use any machines until they have successfully completed the relevant assessment. To pass, a Member must demonstrate to their assessor's satisfaction that they can operate the machine safely and competently without supervision.

Once an assessment is successfully completed and both the Member and assessor have signed the training record, the systems will be updated, and the Member will be authorised to book and use the specific machine.

For health and safety reasons, Stichting Doorspace reserves the right to withdraw permission for a Member to use any Machine at any time.

Assessments are assigned to individual Members. A Member is not permitted to instruct any other Member on how to use Machines.

Training

If a Member does not pass an assessment, Stichting Doorspace may provide training on the machine.

Training is available to all Members upon request and does not require a prior assessment.

The purpose of training is to equip Members with the required skills for safe machine operation. The number of training sessions needed before gaining permission to use a specific machine can differ and will be determined by the trainer.

Training is compulsory for certain Machines.

Upon successful completion of training, and once the trainer assesses that the Member has the necessary skills to pass an assessment, the trainer will update the Member's training record, enabling the Member to book and use the relevant machine.

Training is tailored to each Member's needs. Members are not permitted to teach other Members how to operate machines.

Assessment and Permission Expiry

If Stichting Doorspace deems that a Member has not used the relevant machines or workshop facilities frequently enough, it reserves the right (at its sole discretion) to mandate that the Member undergo additional assessments (or training) to ensure their competence and maintain the health and safety of all workshop users.

7. Booking Terms

Bookings

Bookings are processed on a first-come, first-served basis.

All bookings must be paid for in advance at the time of reservation before the facility or service can be used (subject to the terms of any applicable Licence and Use Agreement and as otherwise outlined in this Membership Agreement).

Bookings can only be made by a Member.

Stichting Doorspace will not process or retain any reservations that are unpaid.

Cancellations

Members can cancel a booking and receive a full refund if done at least 24 hours prior to the start of the booking.

To cancel a booking, a Member can send an email to bookings@doorspace.nl and communicate if they want to cancel or postpone the booking. If the cancellation is received 24 hours before the starting time of the booking, a credit note will be issued, to be used in the future, or to be refunded in a maximum of 10 working days.

Changing A Booking

Unless stated otherwise, a Member can modify their booking at any time; however, a change fee will apply if the booking is due to start within 24 hours or if it has already begun.

If a change involves a cancellation, the full value of the booking, less a €50 change fee, will be credited to the Member's account balance.

If the booking amount is €50 or less, no credit will be applied to the Member's account balance.

Rescheduling or shortening a booking involves a change fee of €50.

Other modifications to a booking may also incur a change fee of €50.

A Member can cancel a booking themselves at no charge if they provide more than 24 hours' notice. To cancel, please send an email to bookings@doorspace.nl.

Refunds

If entitled to a refund under this Membership Agreement, a Member can expect to receive it within 10 working days of Stichting Doorspace's decision to issue a refund, or within 14 working days of receiving a credit note refund request.

Refunds will be processed using the same payment method that was used for the original booking.

For bookings of one or more workbenches for six months or longer, a deposit equivalent to one month's charge is required (as per the terms of the related Licence and Use Agreement). This deposit will be refunded at the end of the licence period, subject to the terms of the related Licence and Use Agreement.

8. Use of Facilities

A Member shall be entitled to book and use a Workbench only if it has entered into a Licence and Use Agreement in relation to such Workbench by properly completing and submitting a Workbench/Equipment Booking Form which is accepted by Stichting Doorspace. It is noted that, in order properly to complete a Workbench/Equipment Booking Form, the Member must agree to be bound by the provisions set out in the Pro-Forma Licence and Use Agreement in relation to the use of that Workbench (by ticking the relevant box in that form).

A Member is entitled to use the Workshop's facilities during its opening hours and subject to this Membership Agreement and, if relevant, any relevant Licence and Use Agreement.

Stichting Doorspace may at any time, without notice, withdraw all or part of its Workshop facilities for any period, or periods, in connection with any cleaning, repair, alteration or maintenance work or for any other reasons.

It is strictly prohibited for a Member to use a Machine for which a Member has not been given permission by having passed the relevant Assessment(s).

It is strictly prohibited to use a Machine for a purpose for which it was not intended.

It is strictly prohibited to remove any part or component of a Machine or piece of equipment provided by Stichting Doorspace.

Contravention of these specific terms will be grounds for enacting a sanction against a Member. See section 15 (Violations of this Membership Agreement or Code of Conduct).

Young people under the age of 18 years may only enter the Workshop if accompanied by an adult who must be a Member or a Member of Stichting Doorspace's Staff.

Membership includes Fair Usage of Machines provided by Stichting Doorspace in the shared Machine areas and common areas of the Workshop other than Machines which have been booked by a Member for its sole usage. Stichting Doorspace provides no warranty to any Member that any particular Machine will be available to that Member at a particular time, unless that Member has made a confirmed Booking to use such Machine at such time.

At any one time, the maximum number of Members allowed to work in a Workbench is 2. However, if a workbench is too crowded for safe working, management reserves the right to reduce this ratio.

Sub-licensing of any Workbench or Booking at Stichting Doorspace is not permitted.

9. Common areas

The hall in which Stichting Doorspace is located includes several common areas that are accessible to all Members and Visitors:

- Kitchen, Café, and Canteen
- Main Hall and Podium
- Back Courtyard
- Storage Containers

These areas are shared resources intended to support a collaborative and welcoming environment. Please treat all communal spaces with care and respect.

Kitchen and Coffee Facilities

The kitchen is equipped with essential cooking and storage amenities, as well as a communal coffee machine. All members are welcome to use these facilities, provided they are left clean and in a hygienic condition after use.

Doorspace provides coffee beans sufficient for around 2–3 cups per tenant per day. If a tenant's coffee consumption significantly exceeds this, they are kindly asked to contribute by purchasing beans themselves. In that case, beans should be sourced from the same supplier used by Doorspace - Kaldi Coffee.

When garbage bins in the kitchen or canteen are full, members are responsible for emptying them into the large outdoor containers in the courtyard, in accordance with Article 16 – Waste Disposal.

Main Hall and Podium

The main hall is a flexible space available for gatherings, events, and product showcases. The maximum occupancy is 72 people, in line with fire safety regulations.

Tenants wishing to organise an event must first consult Stichting Doorspace to ensure the event aligns with the mission and values of the space. If approved, the request will be submitted to Stichting Qeske Maastricht for final confirmation.

Any displays or product showcases placed in communal areas must be approved in advance by Stichting Doorspace. Stichting Doorspace bears no responsibility for loss, damage, or theft, and reserves the right to remove such items at its discretion.

Back Courtyard

The back courtyard is currently in development but is open for general use. Further information regarding its intended use and upcoming outdoor improvements will be shared in due course.

Storage Containers

The containers on-site are currently designated for storage. They are not yet accessible for regular use but will eventually be converted into functional spaces. Updates on their availability will follow as development progresses.

10. Opening Times

Stichting Doorspace reserves the right to vary opening times. Opening times will be detailed on the Website and may be updated from time to time.

Stichting Doorspace is closed on Sundays and for Bank Holidays and closes for approximately a week over the Christmas period.

Stichting Doorspace reserves the right at its sole and absolute discretion to close the Workshop for additional periods.

11. Visitors

Members are welcome to bring other people into the Workshop as visitors who may be collaborators, clients, employees, subcontractors, friends or family. These people are termed "Visitors".

A Member that brings one or more Visitors into the Workshop is termed the Host Member. The Host Member is responsible for their Visitors and must ensure they adhere to this Membership Agreement and Code of Conduct. A breach of this Membership Agreement by a Visitor is considered to be a breach by the Host Member and will be dealt with accordingly.

A Host Member must ensure that their Visitor remains safe and is accompanied at all times whilst in the Workshop.

12. Post, deliveries and pallets

Members may use the Stichting Doorspace's address as a postal address. However, Stichting Doorspace accepts no liability for any loss, damage to or theft of any such items whether signed for or not.

If not collected by the Member, items of post or packages will be subject to disposal after a period of five working days once a notification via an email has been provided to the relevant Member.

Large deliveries and deliveries of materials must be received by a Member. If a Member is not at Stichting Doorspace to receive them, the delivery will be refused by Stichting Doorspace. If deliveries are left unattended, they may be disposed of. Stichting Doorspace does not accept liability for any loss, damage to or theft of any such items.

If a large delivery arrives on a pallet, the Member is responsible for its disposal; otherwise, a €20 disposal fee will apply.

13. Health + Safety

Each Member must be in possession of their own valid public liability insurance (WA Wettelijke Aansprakelijkheidsverzekering).

If a Member has any health condition that in any way impacts upon their ability to use the Workshop safely, or if they may have specific requirements in order to do so, must make Stichting Doorspace aware of such conditions in writing and prior to using the Workshop.

Members use the Workshop at their own risk with awareness of the inherent hazards of a Workshop environment, which include but are not limited to: use of sharp tools and sharp edges, exposure to toxic and dangerous materials, industrial Machines, blades and spinning parts, power tools, high temperatures, the risks associated with breathing dust and fumes, the risks associated with lasers and computer controlled Machinery and/or the risks associated with the handling of heavy materials.

Members and Business Members who bring their own electrical tools or appliances into the Workshop must ensure that each item has been properly inspected for electrical safety and bears a valid NEN 3140 certification sticker. Only tools that meet this standard are permitted for use within the Workshop.

Hazardous materials and/or explosives are not allowed on site.

If a Member brings any chemical(s) into the facilities that are subject to Control of Substances Hazardous to Health Regulations ("COSHH") they must make sure that it is accompanied by the relevant documentation and is stored in the appropriate way. A copy of the relevant data sheet must then be left with the product and a second copy must be given to the office.

Anyone working in the Workshops is required to use the correct Personal Protective Equipment ("PPE") when working in a situation that requires it.

Each Member must comply at all times with all health and safety instructions given by Stichting Doorspace' Staff and as posted by notice(s) in the Workshop.

Any hazards, breakdowns or breakages with any Machinery, facilities, or anything supplied by Stichting Doorspace for the use of Members must be reported to Stichting Doorspace Staff immediately. No unauthorised Person may attempt any repairs whatsoever.

Workshop users are expected to assume a duty of care to all other users, Staff and Visitors and to observe, maintain and uphold health and safety guidelines and immediately to report hazards and breaches of these guidelines to Stichting Doorspace' Staff.

Members are required to use the correct extraction equipment at all times. Members creating dust, chips, fumes or any other granular or particulate waste from any wood or wood composite materials whilst using any power tool or air-powered tool must use extraction of an appropriate standard of filtration. Extraction must have a HEPA filter in good working condition with a filtration efficiency of 99.97% at 0.6 microns (H Class). Members who fail to use extraction where appropriate may be asked to stop work at the discretion of the Workshop team. Stichting Doorspace provides the use of a limited number of portable extraction units which are available for hire. If these units are not available and a Member has not provided their own unit, they will not be allowed to continue work until such time as suitable extraction is available.

For large deliveries or the unloading and loading of large articles, Members or any other Persons must use the Loading Bay.

Fire exits and fire lanes must be kept clear at all times.

Should a Member be producing sparks, using an open flame, or where there is any risk of fire, that work must be carried out in an environment suitable for such work, namely the metal working areas.

In the event of a fire or fire drill, Members must make their way to the nearest available exit and follow any instructions given by the Stichting Doorspace' Staff.

Smoking and the consumption of alcohol or controlled substances is forbidden in the Workshops. Members are strictly prohibited from operating any equipment, or conducting any work of any kind, whilst under the influence of alcohol or a controlled substance. Any Person in the Workshop under the influence of alcohol or controlled substance, or suspected of such, will be required to leave the premises.

With the exception of guide dogs, no pets are permitted in the Workshop other than by prior permission and arrangement.

14. Cleaning and Housekeeping

Throughout the duration of each Booking, each Member is required to keep their Workbench(s) or specific Workstation clean and tidy.

Throughout the duration of each Booking, each Member is required to clean up any waste or hazard which they generate in the course of their work both in their own space and the common areas next to them into which the waste or hazard may have spread or spilled. Waste or hazards include but are not limited to: dust, sawdust, swarf, off cut, paint, textile scrap and leftover materials in general. Members must dispose of these in the correct recycling or waste disposal receptacles or areas provided for the purpose.

At the start of their Booking, a Member can expect their Workbench to be ready for them to start work unencumbered. At the end of their Booking a Member is responsible for leaving their Workbench in the same condition so it is ready for use by the next occupant. This includes the complete removal of any of the wastes or hazards mentioned above.

Each Member is responsible for keeping tidy any of the common areas and facilities such as Machine areas and shared Machines they are using.

Members may only leave materials, tools, work in progress, or any other personal possessions in Workbenches or storage areas booked by them. Any materials, tools, work in progress or any other stuff left in common areas, on trolleys provided for common use or on Machines or in or on any facility provided for common use will be subject to immediate disposal by Stichting Doorspace' Staff without notice.

15. Storage

All shelves, cabinets, workbenches and containers are subject to availability and will be provided on a first come first served basis.

Payment for storage is by recurring card payment only and notice to cancel a Booking must be received 24 hours prior to the confirmed reservation date. If sufficient notice is not given, charges will continue.

At the end of a Booking, the Member must clean and clear any such storage and make it available to the next user. If this storage is not cleared on the final day of the Booking a further week's or month's charge will be taken by recurring card payment. Notification of this fact will be given by email.

Stichting Doorspace will not be held responsible for any damage to or loss of belongings in storage areas.

All tins of flammable liquid and/or paint cannot be stored in the Doorspace. Explosive, toxic or harmful materials are prohibited.

No Person shall leave anything outside or in surrounding areas as any items found will be removed without notice.

A Member is responsible for leaving any storage facility they have occupied in a fit condition for the next user. If a Member leaves any items in said facility, Stichting Doorspace reserves the right to deem storage as being used and so charge the user accordingly.

No alterations to any storage structures provided by Stichting Doorspace, including but not limited to shelf or container, is permitted.

If a Member fails to maintain their recurring card payment and leaves storage unpaid, Stichting Doorspace reserves the right, after making reasonable endeavours to contact the relevant Member, to remove any locks (where relevant) and dispose of storage contents.

Stichting Doorspace reserves the right to deny access to any storage facilities that are unpaid until such time as the debt has been paid.

Access: Operational Hours of Stichting Doorspace. Storage areas are accessed using a shared key. The relevant key can be signed in and out with the Doorspace staff. Whilst a shared key is in the possession of a Member, that Member is held to be responsible for the security and content of the entire shared access container until such time as the key has been returned and signed in by a Member of the Stichting Doorspace Staff.

Health and Safety: Items must not be left in the walkways. Items shall be stored and stacked in a safe and stable manner. Any items found that do not comply with these health and safety rules will be removed without notice.

Insurance: Each individual will be responsible for the security of their stored items. Insurance cover is not included in the fees charged and contents remain the responsibility of the owner. Stichting Doorspace accepts no liability for loss or damage however arising.

16. Garbage

Stichting Doorspace provides 3x 660L garbage containers for use by all Qeske Makers. These containers are designated as follows: one for paper, one for PMD (plastic and metal), and one for general waste. Please note the following rules:

General waste must be disposed of in black bin bags.

PMD must be disposed of in transparent bin bags and must comply with the guidelines outlined in the plastic disposal information leaflet displayed next to the container.

Paper must be flattened and disposed of loose, without any bin bags.

Biological waste is not permitted loose in the general waste container.

The containers, along with the outdoor space, are monitored for safety purposes. Any Member found violating these rules will receive a warning. Repeat offenses may result in a yellow card.

17. Code of Conduct

All Members, Visitors and Stichting Doorspace' Staff are expected to uphold equality, diversity and inclusion.

Stichting Doorspace does not permit and will not tolerate any inappropriate conduct by any Person whilst in or on Stichting Doorspace' Workshop. Such conduct includes but is not limited to, using loud, abusive, offensive, insulting, or demeaning language, profanity, lewd conduct, violence, or any conduct that harasses or is otherwise bothersome to Members, Visitors and Stichting Doorspace' Staff.

Stichting Doorspace is a shared access organisation and the benefits of its open workspace are only possible whilst Members demonstrate a high level of respect for each other's belongings and space. Therefore, the unauthorised use of or interference with the tools, materials, work or belongings of another Member is strictly prohibited. Removing another Member's possession from their Workbench or workspace is regarded as theft and will be dealt with as such.

Unauthorised use of the common areas including the Workshop, the Main Hall and the Podium is strictly forbidden.

In Stichting Doorspace' reasonable opinion, should any Person(s) be suspected of breaching this Code of Conduct, the Person(s) may be asked to leave the premises or be subject to sanctions.

18. Violation of this Membership Agreement or Code of Conduct

For the benefit of all Members and the Stichting Doorspace Community at large there are a set of sanctions ("Sanctions") that may be imposed on a Member:

- in the event of a breach of this Membership Agreement; or of the Code of Conduct; or of the occurrence of such conduct that has damaged or, in Stichting Doorspace' reasonable opinion, may damage the reputation of Stichting Doorspace; or
- where it would otherwise be in the best interests of the Stichting Doorspace Community at large to do so.

There are three levels of sanctions in place to address violations of the ground rules:

- Verbal Warnings
- Yellow Cards
- Red Cards.

Verbal warnings may be issued informally by Stichting Doorspace in response to minor issues. However, when more serious action is required - such as a yellow or red card - the matter must be brought to a community meeting for discussion and voting.

For a Yellow or Red Card to be issued by the community, the decision must be approved by a simple majority vote (half of the voting members +1). Once approved, the decision will be formally communicated to Stichting Qeske Maastricht for implementation.

Verbal Warning

A Verbal Warning will be given to a Member who needs to change their conduct or the way they're using facilities at Stichting Doorspace.

Types of behaviour needing to be changed include, but are not limited to: minor offences, ignoring the rules, poor attitude, bad housekeeping.

Yellow Card

A Yellow Card issued to a Member is in effect a warning to that Member to improve their health and safety vigilance and/or their conduct. Yellow Cards are issued for less serious but important and/or repeated infractions. A Member may receive up to Two Yellow Cards. A first Yellow Card will have effect for a period of 3 Months, or such other time as determined by Stichting Doorspace at the time of issue. An official warning will be issued by Stichting Qeske Maastricht as mentioned in the Qeske User Agreement in writing, via email.

Types of behaviour to be changed include but are not limited to: persistent minor offences, ignoring the rules, poor attitude, bad housekeeping, not using appropriate PPE.

If a Member is issued with the second Yellow Card in a period of 3 Months, they are automatically issued with a Red Card.

Red Card

A Red Card issued to a Member means immediate suspension of their Membership and all rights and privileges of Membership cease. A Red Card is issued to a Member in the event of a serious breach of this Membership Agreement or Code of Conduct or any civil or criminal offence.

On receipt of a Red Card, a Member will be asked to stop work with immediate effect and may be required temporarily and immediately to leave the Workshop and any premises of Stichting Doorspace pending an investigation. Stichting Doorspace then reserves the right to suspend the Membership of a Member issued with a Red Card for a specific period or terminate their Membership with immediate effect.

Types of behaviour warranting the issue of a Red Card include but are not limited to: threatening or violent behaviour, unauthorised use of Machinery, altering the integrity of a Machine, being under the influence of alcohol or controlled substances, working dangerously, acts which are hazardous to other Persons or property, acts of gross negligence, theft.

A Red and Yellow Card system operates in the Workshop. Members may be given a Red or Yellow Card depending on the gravity of breach. A record of any Red and Yellow Cards issued will be kept on a Member's file for future reference.

A record will be kept of all warnings, Sanctions imposed, and decisions reached.

Members are reminded that these sanctions are to protect the Community and the individual. Any Person whose work or ability to work had been impinged upon; or whose Membership privileges have been infringed by; or whose right to feel safe and respected whilst in the Workshop has been in any way detrimentally affected by the actions or conduct of any other Member of the Community should feel able to approach any Member of staff and can expect to have their complaint heard by a senior Member of the Stichting Doorspace Team.

19. Privacy and Other Stichting Doorspace Policies

A Member shall comply and shall ensure that any of its Visitors comply, at all times, with all of the Stichting Doorspace' Policies.

Policies are to be found on the Stichting Doorspace' Website at the following links:

See Stichting Doorspace Privacy Policy

Stichting Doorspace will notify Members of any new policies or changes to existing policies from time to time by posting any such new or revised Policy in the Member's area of the Stichting Doorspace website.

20. Limitation of Liability/Third Party Rights

Stichting Doorspace shall have no liability to any Member(s) of whatever type in the event that any particular Safety Induction, Assessment, Training, Machine, Workbench or any other bookable service or facility are not available for whatever reason.

Stichting Doorspace shall at all times be entitled, in its absolute discretion, and without notice, to make alterations to the timings, structure and content of any Booking and/or the availability of any Machine, or Workbench and/or the availability and nature of any ancillary facilities provided to a Member or Members.

Stichting Doorspace shall not be liable for loss, whether direct or indirect and of whatever nature, occasioned by such lack of availability or alterations except insofar as such loss is by law incapable of exclusion.

Belongings owned by a Member (including but not limited to all tools, materials and work in progress) are brought onto the Workshop at the Member's own risk.

Member's belongings (including but not limited to all tools, materials and work in progress) may be stored in storage areas at the Member's own risk.

Stichting Doorspace shall not be liable to any Member for loss or damage to, or theft of, all or any of a Member's belongings.

Stichting Doorspace accepts no liability for any injury suffered by any Member within the Workshop or outside the Workshop, except insofar as such loss, damage or injury is by law incapable of exclusion.

Stichting Doorspace shall have no liability by way of indemnity or otherwise howsoever to any Member and that Member shall be solely responsible in circumstances where the Member makes an item or product in the Workshop which causes harm of whatever kind to a third party.

A Person who is not a Member has no rights under the Contracts (Rights of Third Parties) Act 1999 to rely upon or enforce any term of this Membership Agreement.

21. Termination of Membership

Subject as otherwise provided in this paragraph below, a Member may, at any time, terminate its Membership (and, accordingly, as between the relevant Member and Stichting Doorspace, this

Membership Agreement) with notice (given in accordance with this Membership Agreement) of not less than one week. In the event of such a termination, the relevant Member may be entitled to a refund of amounts paid in respect of the period after the date of termination in accordance with the provisions of Section 6(iv) above. Notwithstanding the above, if the Member is, at the relevant time, occupying a Workbench or using any equipment under the terms of a Licence and Use Agreement, the Member may not terminate its Membership and this Membership Agreement unless that Licence and Use Agreement is also validly terminated on or before the proposed date of termination of Membership.

Subject as otherwise provided in this paragraph below, Stichting Doorspace may, at any time, terminate the Membership of a Member with notice (given in accordance with this Membership Agreement) of not less than one month. In the event of such a termination, the relevant Member may be entitled to a refund of amounts paid in respect of the period after the date of termination in accordance with the provisions of Section 6(iv) above. Notwithstanding the above, if the Member is, at the relevant time, occupying a Workbench or using any equipment under the terms of a Licence and Use Agreement, Stichting Doorspace may not terminate the Membership/the Membership Agreement unless that Licence and Use Agreement is also validly terminated on or before the proposed date of termination of Membership.

Stichting Doorspace may immediately expel from the Workshop (and terminate Membership and this Membership Agreement (as between it and the relevant Member)), suspend Membership for a specific period or refuse to renew the Membership of any Member: (i) whose conduct is or may, in Stichting Doorspace' reasonable opinion, be injurious to the character of Stichting Doorspace; (ii) who breaches any of the provisions of this Membership Agreement (as amended from time to time); or (iii) where it would otherwise be in the best interests of the other Members of Stichting Doorspace, in Stichting Doorspace' reasonable opinion (any of such matters being "Causes for Immediate Termination").

Any Member who is expelled shall be deemed immediately to have ceased to be a Member and shall not be entitled to any refund in respect of bookings for which they have already made payment.

Termination of this Membership Agreement shall be without prejudice to any rights and obligations of the Member accrued and owed prior to the date of such termination.

22. General

Each Member represents and warrants to Stichting Doorspace that all information provided by them to Stichting Doorspace from time to time is true complete and accurate at the date it is given to Stichting Doorspace.

Each Business Member represents and warrants to Stichting Doorspace that it will, at all times, be using the Services as a business, not an individual consumer.

Each Non-Business Member represents and warrants to Stichting Doorspace that it will, at all times, be using the Services as a consumer, not a business.

Each Member is required to give notice to Stichting Doorspace of any change of home address, email address and contact telephone number. Failing such notice, all communications will be assumed to have been received by the Member within five days of mailing to the last address notified to Stichting Doorspace.

Each Member is required to give immediate notice in writing (which will include e-mail) to Stichting Doorspace of any change of card details if that card is subject to a recurring card payment agreement.

23. Notice

Any notice or other communication given under this Membership Agreement shall be in writing and shall be delivered by hand, or sent by pre-paid first-class post or other next working day delivery service to the relevant party as follows:

Notice to Stichting Doorspace:

- if by hand, post or other next day delivery service: Francois de Veyestraat 8B 6221AB Maastricht and marked for the attention of Sebastian Costa or Toine Meisters
- if by email: hello@doorspace.nl
- Notice to the Member: the relevant name and address (or e-mail address, as relevant) last notified by the Member to Stichting Doorspace,
- or as otherwise specified by the relevant party by notice in writing to the other party.

Any notice or other communication given in accordance with this section above will be deemed to have been received:

- if delivered by hand, on signature of a delivery receipt or at the time the notice or other communication is left at the proper address;
- if sent by e-mail, at the time of transmission; or
- if sent by pre-paid first-class post or other next working day delivery service, at 9.00 am on the second working day after posting.

This clause does not apply to the service of any proceedings or other documents in any legal action or, where applicable, any arbitration or other method of dispute resolution.

24. Governing Law

This Membership Agreement and any disputes or claims arising out of or in connection with it (including non-contractual disputes or claims) shall be governed by and construed in accordance with the laws of the Netherlands.

25. Dispute resolution

In the event of a dispute between a Member and Stichting Doorspace, both parties agree to first attempt to resolve the matter in good faith through discussion during a community meeting or, where appropriate, through direct negotiation.

If no resolution is reached within 20 working days of notification of the dispute, either party may request mediation. Mediation shall be conducted by a mutually agreed independent mediator. If the parties cannot agree on a mediator within 10 working days, the mediator shall be appointed by the **Mediation Federation Netherlands (MfN)** or a comparable Dutch mediation institution.

The mediation process shall be confidential and without prejudice. Any settlement reached shall be recorded in writing and signed by both parties. If the mediation fails or no agreement is reached

within 60 working days of the mediator's appointment (or a longer period if agreed), the dispute may be referred to arbitration.

This dispute resolution process does not prevent either party from seeking interim injunctive relief from a competent court if necessary.

26. Arbitration

If mediation does not resolve the dispute, it shall be referred to and finally settled by arbitration under the rules of the **Netherlands Arbitration Institute (NAI)**, which rules are deemed to be incorporated by reference into this clause.

- The seat of arbitration shall be **Maastricht, the Netherlands**.
- The arbitration shall be conducted in **English or Dutch**, as agreed by the parties.
- The number of arbitrators shall be one.
- All arbitration proceedings and materials shall remain confidential, unless disclosure is required by law or for legal enforcement.

Any party who breaches the agreement to arbitrate by initiating court proceedings without proper grounds shall be liable for all costs and damages incurred by the non-defaulting party in resisting such proceedings or applying for their suspension.