

# Forms

- [Incident Report](#)
- [Reinstatement Appeal](#)

# Incident Report

Fill out an Incident Report for injuries, equipment damage, property damage, and Code of Conduct infractions. If completing a paper version, send a photograph of the filled form to [board@bellinghammakerspace.org](mailto:board@bellinghammakerspace.org)

Once a report is submitted you will receive a claim number for your Incident Report via email within 5 days of submitting this form, then a fact finding will occur (each person listed on this report will be contacted and asked to share their narrative of the event), deliberations will be made, and actions may be taken.

This entire process should take 2 weeks.

All progress will be tracked [here](#)

# Reinstatement Appeal

Fill out a Reinstatement Appeal form to request overturning decisions made regarding an Incident Report.

If completing a paper version, send a photograph of the filled form to [board@bellinghammakerspace.org](mailto:board@bellinghammakerspace.org)

Reinstatement Appeal process: Once an appeal is submitted, submittee could expect any of the following:

invitation to interview, request for additional documentation, and/or letter of reference.

This entire process should take 2 weeks.