

OLD POST OFFICE ACCEPTABLE USER AGREEMENT

1. All users must check in with staff and show a valid library card and photo identification each time they enter the Makerspace or Creative Studios.
2. Prior to using the Makerspace and/or Creative Studios, users must read and sign this **Acceptable User Agreement** form which is kept on file and noted on the user's membership card.
3. All users must complete a free certification course and quiz in order to use the laser cutter. Certification is available online or in person by calling 226.533.2767.
4. When using a tool or equipment that does not require certification, the user is certifying that he/she is capable of using that tool/equipment in a safe and proper manner. Makerspace staff will demonstrate proper usage or make available upon request manuals or other instructional material.
5. All users must be 16 (sixteen) years and older to use the Makerspace and Creative Studios. Youth under 16 (sixteen) must be accompanied by a certified adult and a separate waiver must be signed for the youth.
6. The Makerspace provides the user with access to safety supplies, including: safety goggles, masks, gloves, First Aid kits, and fire extinguishers.
7. The user agrees that Idea Exchange is not responsible for any manufacturing defects in the quality of workmanship or materials inherent in any of the tools or equipment.
8. The user agrees that if any tool or piece of equipment becomes unsafe or in a state of disrepair, he/she will immediately discontinue use of the tool and notify staff.
9. Users must report any accident/incident that occurs in the Makerspace to a staff member.
10. Items used in the Makerspace and Creative Studios must be returned, by the user, to their original location.
11. The user agrees to clean up their workspace and return items to their original state.
12. Users agree to accept financial responsibility for any misuse or damage to computers and equipment.
13. No food or drinks of any kind are permitted in the Makerspace or Creative Studios.
14. Staff reserve the right to stop any projects that violate Idea Exchange policies, are unsafe and/or are unlawful.

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15. All users must adhere to the **Idea Exchange Code of Conduct** when in the Makerspace and/or Creative Studios. Failure to do so will result in immediate expulsion from the space.

16. Violation of any of the above can result in revocation of the user's right to access the Makerspace or Creative Studios.

ACKNOWLEDGEMENT: I have carefully read this **Acceptable User Agreement** and fully understand its contents. We understand that participating in the activities described above, we are assuming the risks associated with doing so. We sign it of our own free will.

Signature of User: _____ **Date:** _____

Print name of User: _____

PERMISSION FOR YOUTH UNDER 16 YEARS OLD:

I give _____ (Name of Participant – Minor) permission to participate in the Program Activities described above.

Signature of Parent / Guardian: _____ **Date:** _____

Print name of Parent / Guardian: _____