



Makerspace Use Agreement

1. I understand that I am **financially responsible** (in the case of a minor, parent/caregiver is responsible) for the Makerspace equipment that I reserve. If any piece of equipment is lost or damaged during my session, I will pay the replacement cost of the item.
2. I understand that the Makerspace is intended for digital content creation and creative work. I will not use the lab for email, Facebook, or surfing the internet not directly related to my project.
3. I understand that I am responsible for properly saving my project, and that the library and its staff are not responsible for any loss of data that may occur.
4. I understand and agree to abide by the posted Makerspace Policy including, but not limited to:
 - Food and drink is not allowed in the Makerspace
 - Each user is responsible for keeping the lab neat and clean
 - Headphones may be required to limit noise
 - Cell phone use is not allowed in the Makerspace
 - All other Library general behavior and computer lab policies apply
5. I understand that each piece of equipment has a designated computer station, and I will only use the computer for the machine I have reserved.
6. I understand the Makerspace reservation procedures, as detailed below:
 - Reservations are required for both independent use and staff-guided sessions. Independent use requires prior certification with a staff member on each machine used. Patrons are certified for one year from the date of training and successful completion of the exam.
 - Reservations are available on a first-come, first-served basis and may be made in person at the customer service desk or over the phone.
 - Reservations can be made for a maximum of 2 hours. If you require more time, you may make another reservation dependent on availability.
 - Reservations will be held for 15 minutes past the assigned start-time and then will be released for drop-in users.
7. I understand that, while basic Makerspace help (opening software, starting and saving projects, and printing) may be available immediately from the library staff, advanced help will be available by appointment only.
8. If a computer or other piece of Makerspace equipment is not working, I agree to notify a library staff member for help.
9. I understand that the 3d printer reaches temperatures of 240 degrees Celsius (464 degrees Fahrenheit), and I will take caution when the printer is in use. I understand that a member of staff is available to get my print started, but it is my responsibility to monitor the print's progress. If I cannot be present for the entirety of my 3d print job, I will leave the file with library staff who will print it for me. If I leave a file with the library staff for printing, I understand that

my file is at the bottom of the queue and may take several days or weeks to be printed, depending on the library's 3d print volume.

10. I understand that the laser cutter can inflict serious burns, cause eye damage if looked at directly, and is only safe to use with materials approved by library staff. If the Glowforge is producing excessive smoke, I will notify Library staff immediately.
11. I understand that sharp tools can lead to injury if not properly handled.
12. I will leave the Makerspace station as clean as it was when I first started. I will not leave materials and garbage at my station and will clean the station upon finishing my reservation.

Donation Guidelines

- We appreciate your donations to support the library's technology services. Please call the library to speak with the Technology Services Coordinator or email at eplstaff@highplains.us in advance of bringing in materials or equipment.
- Donations should be in clean, good, and working condition and are subject to Eaton Public Library's Gift and Donation Policy.

The Eaton Public Library reserves the right to change, modify or revise the terms of this agreement as it deems fit or necessary.

I have read and signed the Makerspace Use Agreement, Makerspace Policy, and Acknowledgement of Risk and Release and have no questions about its meaning and voluntarily accept the terms of this Agreement by signing my name below.

Signature _____ Date _____

Printed Name _____

Address _____ City/State/Zip _____

Phone _____ Email Address _____

Library Card Number _____

Any Makerspace user under eighteen (18) years of age must have a parent/caregiver/legal guardian sign this Eaton Public Library Makerspace Use Agreement on their behalf. By signing you accept all responsibility for the minor patron using the Makerspace. Any user aged 15 and under must have a parent/caregiver or a staff member directly supervising. Any child aged 5 and under must have both a parental guardian and a staff member supervising.

I, _____ (Print Name), acknowledge that I am the parent, care giver, or legal guardian of _____ (Print Name). I state that I have read the Makerspace Use Agreement, Makerspace Room Policy, Acknowledgement of Risk and Release, and Usage Sheet and have no questions about its meaning and voluntarily consent to and accept the terms of this Agreement on behalf of my minor child by signing my name below.

Parent/Guardian Signature _____ Date _____

Printed Name _____