

# Makerspace User Agreement and Safety Form

Users of the Makerspace are responsible for their own safety and looking out for the safety of others. All users are expected to help foster a space that supports a community of respect, creativity, and safety.

All Nicholls State University affiliated students, faculty, and staff are eligible for access.

Makerspace access requires successful reading the basic safety and training access guide, passing the safety quiz, and signing this User's agreement. No person who has not completed all three may access the Makerspace, unless it is for the purposes of this training or during a special supervised event. After passing the general safety training, users may seek and gain training on individual pieces of equipment from Makerspace technicians. Certifications on particular equipment will be documented in the user's file and on the user's badge, and will enable the user to operate the equipment during Makerspace hours without direct supervision from staff.

Closed toe shoes are required at all times in the Makerspace. Areas within the Makerspace may have other requirements such as safety gasses, long pants, hair tied-back, no long sleeves / loose clothing. These requirements will be given on signage at the entrance of the appropriate area.

Users are expected to clean up any mess they make and keep the Makerspace neat and functional. Tools and materials should be properly stored when not in use, and any equipment that the user has turned on should be turned off. Storage of projects is allowed only in designated areas. Any trash generated while working should be recycled or disposed of properly.

**In the event of an emergency in the Makerspace, please contact 4911. University Police can be reached for non-emergency calls at (985) 448-4746**

If an injury has occurred please report all accidents to the Makerspace Technician on duty and proceed to the University Health Services during regular health services hours from 8-4pm weekdays or contact campus police. After the user has received any necessary treatment, please document and report all accidents. Makerspace technicians are responsible for completing an accident report for all injuries sustained during their shift. The completed form should be signed, and a copy provided to the makerspace Director.

**I agree to follow Makerspace Technicians' directions,** Makerspace rules, and Makerspace procedures for specific equipment.

**I agree to assume responsibility for my own safety and the safety of my property while I am in this lab.** I will be responsible in my actions and will not take actions that may endanger myself or others.

**I agree to only use those tools / pieces of equipment for which I have completed training from a Makerspace Technician** as attested to by my badge, or while under the direct supervision of a Makerspace Technician.

**I understand that each tool or piece of equipment requires specific training and safety measures.** I agree to follow all safety signs, warnings, and instructions given by the instructor, supervisor, or technician. I agree to never remove or otherwise defeat the guards on any equipment, except with full awareness and permission of a makerspace technician.

**I agree not to enable unauthorized use of tools/equipment by others.**

**I agree to always be alert and consider the safety of all students while working in the shop.** I will not participate in horseplay while working in the shop.

**I understand that any injuries must be reported to a technician immediately.**

**I agree to contact a technician immediately in the case of equipment problems or damage to equipment or facilities,** or if I am having difficulty with a machine.

**I agree that I may be held financially responsible for damage or loss of facilities, equipment, or tools that are damaged or lost through my actions, inactions or carelessness.**

**I will leave all equipment or table space that I use clean and ready for the next user.** I will ask the technician what to do with incomplete projects that need to be stored, even for a short period of time.

**I will not use Makerspace facilities to produce multiple items to be sold for a profit.**

**I will not use Makerspace facilities to produce items that promote, highlight, or otherwise celebrate the use of drugs, alcohol, tobacco, profanity, violence, images that are sexually suggestive or derogatory to any person, group or community.** I agree that the determination of the Makerspace Technician is final in this regard.

In consideration for being allowed to use the above mentioned facility and equipment, I hereby release and hold harmless Nicholls State University, its Board of Directors, officers, agents, and employees of the University from any and all liability due to injury arising or resulting from any act or omission, neglect, or otherwise of any other person or participant in said activity while using the space. The terms hereof shall also serve as a release and an assumption of risk for my heirs, executor and administrator, and for all members of my family and may be plead as a bar to litigation. I also agree to indemnify and hold Nicholls State University, its Board of Directors, officers, agents, and employees above mentioned, harmless from and against any and all damage to property which may occur while I am in this lab.

\_\_\_\_\_ I have read and understand the above policies and agree to abide by them. I understand that I may be denied access to the Makerspace for violating the terms and condition set forth in this document. I also understand that these policies may be changed at any time without prior notice.

User's Printed Name \_\_\_\_\_

ID# \_\_\_\_\_

User's Signature \_\_\_\_\_

Date \_\_\_\_\_

This form must be completed and turned into the Safety Technician before any equipment, processes, or materials are used.