

# Maker Registration Form

Welcome to the Makerspace at Edward Milne Community School! Please review the policies and guidelines set forth in this agreement. Acceptance of and compliance with these provisions is required for your use of the space, tools, equipment, and materials provided within.

## MEMBERSHIP TYPE

- PUNCH CARD (10 DAYS) - \$95
- MONTHLY (6 month minimum) - \$30
- ANNUAL - \$300

FIRST & LAST NAME		
DATE OF BIRTH		
MAILING ADDRESS	NUMBER, STREET NAME, CITY	POSTAL CODE
PHONE		
EMAIL		
EMERGENCY CONTACT NAME		
EMERGENCY CONTACT PHONE		

How did you hear about the Makerspace?

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How do you plan on using the Makerspace?

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*We are always looking for volunteers & instructors. Please ask for details.*

<b>HOST INITIALS</b>		<b>DATE</b>		<b>STAFF</b>	
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# Makerspace User Agreement – Rules & Regulations

This agreement is between School District #62 – Sooke (“SD62”), the EMCS Society (the “Society”), and \_\_\_\_\_ (the “Maker”) for access to and use of the Makerspace facilities and equipment.

## MEMBERSHIP

- Makers must be at least 19 years of age or accompanied by an adult. Where users appear to be under 30 years of age Makerspace staff and volunteers reserve the right to verify the Maker’s age with two (2) pieces of valid government issues identification.
- Makers must be valid Makerspace cardholders Member cards are provided at the time of application. Lost or stolen cards must be reported to the Makerspace Host immediately.
- Prior to using the Makerspace, Makers must (a) complete a Makerspace User Agreement form; (b) verify their identity with valid photo ID; (c) successfully complete Orientation and Tool Testing as required.
- Monthly fees and charges are payable to the EMCS Society on the first day of each month. Fees are payable by cash, credit, and debit in the Program Office.
- Parking is available in the East lot. Parking is prohibited in the West lot next to the Makerspace; however, drop-off and pick-up of equipment, tools, and materials in this area is acceptable.

**INITIAL** \_\_\_\_\_

## SAFETY

- Makers must conduct themselves in a safe and respectful manner. Inappropriate behaviour or language will result in membership termination. The Maker must also refrain from excessive noise and untidiness.
- The Maker agrees that SD62 and the Society are not responsible for manufacturing defects in the quality of workmanship or materials inherent in any of the tools or equipment.
- The Maker agrees that if any tool or equipment becomes unsafe or in a state of disrepair, they will immediately discontinue use and notify Makerspace staff or volunteers.
- The Maker must immediately report to staff or volunteers, any accident or incident that occurs on SD62 property, both inside and outside of the designated Makerspace rooms.
- The Maker will observe and comply with all municipal, school district, provincial, and federal bylaws and regulations including those designating schools as tobacco and e-cigarette free zones. The Maker will ensure that alcoholic beverages will not be brought onto or consumed on the premises or grounds.

**INITIAL** \_\_\_\_\_

# Makerspace User Agreement – Rules & Regulations

## GENERAL USE

- Makers must check in with the Makerspace Host, using their Makerspace Card to sign in/out each time they use the Makerspace.
- Makers must participate in mandatory Orientation and training workshops in order to use 3D printers, laser cutters, CNC machines, and other equipment as identified by SD62. This equipment may not be used until tool certification training has been successfully completed. Makers must attend certification training in person. When using a tool that does not require certification, the Maker is certifying that they are capable of using that item in a safe and proper manner. Makerspace staff and volunteers are available to assist in explaining operation of tools and equipment, and will make user manuals available upon request.
- The Society provides the Maker with access to safety supplies in the Makerspace, including safety goggles, masks, gloves, First Aid Kits, and fire extinguishers.
- Makers may bring their own tools and materials and must clearly label them as their own. SD62 and the Society are not responsible for damage or loss of the Maker's belongings.
- There is no storage available at the Makerspace. Please pack in/pack out all personal tools, equipment, materials, and projects.
- Most tools and equipment are available to Makers on a first-come-first-served basis, for use in the Makerspace only. Please ask staff or volunteers for a full list of tools and equipment available.
- Items used in the Makerspace are to be returned in the same condition as they were issued, barring normal wear and tear. All items must be returned clean. The Maker agrees to pay for the loss of or damage to any items and further agrees to accept SD62's assessment of fair restitution for damage, dirtiness, delinquency, and/or loss of items in part or total. This restitution amount could equal as much as replacement cost of the item.
- Items used in the Makerspace must be returned by the Maker to their original location. Storage units and spaces are labeled in order to facilitate the proper return of tools.
- The Maker agrees to take precautions to avoid causing unnecessary mess or damage in the Makerspace. The Maker agrees to clean up their workspace in the Makerspace following use, returning the shared workspace to its original state. The Maker agrees to inform Makerspace staff or volunteers in the case that they are unable to return a work surface, tool or equipment to its original state.
- The Maker acknowledges that the Makerspace is only able to provide consumable materials on a limited basis and most consumables will be available for purchase. The Maker agrees to avoid waste of consumable supplies and materials.

INITIAL \_\_\_\_\_

# Makerspace User Agreement - Terms & Conditions

The Maker hereby agrees to be bound by the following terms and conditions for use of SD62 facilities, grounds, tools, and equipment:

**RIGHT TO CANCEL OR ALTER AGREEMENT:** SD62 reserves the right to cancel or alter any Use Agreement at any time with or without cause and no claim may be made against SD62 or the Society with respect to the cancellation or alteration.

**RESPONSIBILITY FOR DAMAGES TO SD62 FACILITIES, GROUNDS, TOOLS, AND EQUIPMENT:** The Maker is responsible for any and all damage to the SD62 premises and property arising out of the use the SD62 premises and property. The Maker will pay SD62 forthwith for the cost of any repairs or replacements of the SD62 premises and property.

SD62 IS NOT RESPONSIBLE FOR ANY PROPERTY LEFT OR LOST ON DISTRICT PREMISES.

This contract includes the terms and conditions set out in the Maker Agreement, including the attached Regulations Governing the Use of SD62 facilities, grounds, tools, and equipment.

I, \_\_\_\_\_ (print name), affirm that the information I have provided on the Makerspace User Agreement is current, true, and correct. I understand that this information may be subject to verification.

I, the undersigned, certify that I have read, understood, and agreed to the terms and conditions of the User Agreement, including the Regulations Governing the Use of SD62 facilities, grounds, tools, and equipment. I agree to accept SD62 facilities, grounds, tools, and equipment as indicated and to abide by the Regulations.

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
PRINT FIRST & LAST NAME

\_\_\_\_\_  
DATE