

# NCC's Maker Space User Agreement

**Student ID Number:** \_\_\_\_\_

**Print Name Legibly:** \_\_\_\_\_

**Cell Phone:** \_\_\_\_\_

Users of the NCC's Maker Space 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 NCC students, faculty, and staff with current NCC ID's are eligible for access.

NCC's Maker Space access requires successful general safety training from a faculty member and/or Maker Space supervisor, passing the safety quiz, and signing this document. No person who has not completed all three may access the Maker Space, 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. 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 Maker Space open hours without direct supervision.

Closed toe shoes are required at all times in the NCC Maker Space. Specific equipment may have other requirements such as safety gasses, long pants, hair pulled-back, no long sleeves/ loose clothing. These requirements will be displayed on signage in the appropriate areas.

Users are expected to clean up any mess they make and keep the Maker Space 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.

Eating and drinking is prohibited in the NCC Maker Space. No one under the influence of any alcohol or drugs are allowed in the Maker Space.

In the event of an emergency, immediately call 911 and then notify NCC Campus Security at 203.857.7223.

## **Emergency Contact Information**

**Name:** \_\_\_\_\_ **Cell:** \_\_\_\_\_ **Home phone:** \_\_\_\_\_

NCC Security is responsible for completing all accident and/or injury reports and copies are distributed to the concerned parties as needed.

**I agree to follow NCC's faculty and/or Maker Space supervisor directions, Maker Space rules, and Maker Space procedures for specific equipment.**

**I agree that safety is paramount.** I will be responsible in my actions and will not take actions that may endanger others or myself.

**I agree to only use those tools / pieces of equipment for which I have completed training from a faculty or Maker Space supervisor** as attested to by my badge and credentials on file or while under the direct supervision of NCC faculty or a Maker Space supervisor.

**I understand that each tool or piece of equipment requires specific training and safety measures.** I will obey all signs for appropriate personal protection (ex. Safety glasses) when I am using designated equipment, whether or not I or anyone else is using the machine.

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

**I understand that any injuries must be reported to a supervisor immediately.**  
The staff member will determine whether or not NCC Security and an ambulance must be requested (dial 911). When in doubt, call 911 immediately.

**I agree to contact a supervisor 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 Maker Space supervisor what to do with incomplete projects that need to be stored, even for a short period of time.

I will not use the Maker Space facilities to produce multiple items to be sold for a profit.

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

**Cell phone ringers should be turned off and all phone conversations** must take place outside the Maker Space.

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

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Faculty/Supervisor Signature (passed Safety Quiz):** \_\_\_\_\_