

Maker's Lab and Innovation Incubator

Open Studio and Workshop Participation Facility Policies

Please read and give your consent to comply with the following Terms, Conditions and Policies by providing your signature on the last page. These will be up for regular review.

The following policies are in place to ensure fair access for all members to our facilities. Failure to abide by these policies may result in termination of your membership or in the user being held responsible for replacement cost and labor cost of damaged Maker's Lab and Innovation Incubator ("MLII") property.

1. In order to access the shop and use our facilities, all users must complete facility orientation and safety training.
2. All users of the Shop are responsible for their own safety. MLII will not be held liable or responsible for any injury sustained by using the Wood and Metal Shop.
3. If at any time you notice machinery, equipment, and/or tools are not functioning properly, stop using the malfunctioning equipment, and contact MLII Staff immediately.
4. When using any of the MLII machines or facilities, members must return machines and facility to the state they were found in (clean, fully assembled, in good working order).
5. Reclaimed wood is only to be used in Wood Shop after it has been made free of metal using a metal detector. If shop user fails to remove all metal from wood, and the metal damages MLII blades or machines, the user will be liable for all costs (replacement and labor) associated with fixing the blade or machine and any resulting physical injuries. Please notify Staff of your intent to use reclaimed wood materials prior to bringing those materials into the facility. Under no circumstances can a shop user store any items in the shared space of the shop without receiving prior consent from MLII Staff.
6. All materials and projects in shop must be labeled. Labels must include (full name, phone number, move date) All non or partially labeled projects/materials may be removed from the premises by MLII staff.
7. MLII is not responsible for any damage to projects or material stored in shop.
8. All members, users of shop, and workshop attendees are required to sign a Release of Liability waiver before using any equipment, tools, or services in our facility.

Using the Maker's Lab when Workshops are in Session

1. Workshops are for the exclusive use of instructors and attendees beginning 30 minutes prior to the start of the workshop.
2. Please be considerate and refrain from excessively noisy work (planning, jointing, grinding) during the first hour of the workshop.
3. Classes will receive priority on using all equipment in the wood and metal shop.
4. If you are on a deadline with a project, please speak with the instructor and/or MLII Staff. We want you to finish your project and have the workshop be a success.

Personal Tools, Equipment, & Materials Policy

1. Personal use tools, equipment, and materials are allowed to be brought into the MLII facility.
2. All personal use equipment, tools, and materials must be CLEARLY labeled with your name phone and email address.
3. Personal use tools, equipment, and/or materials may not be used without the expressed permission of the owner.
4. Any and all personal use tools, equipment, and materials must leave with the owner, unless otherwise permitted, or be secured in a private storage location.
5. I understand that MLII is not responsible for lost or stolen tools, equipment, or materials.

Workshop Attendance and Participation Policy

Registration

Advanced registration is necessary. Instructors, workshop times, and workshop dates are subject to change. If we reschedule a workshop to another date, attendees are entitled to a full refund. MLII reserves the right to change instructors without prior notification, and to change workshop location and meeting times by up to an hour with 48 hours prior notice. To register for a workshop, attendees must pay in full at the time of enrollment.

To sign up after the registration deadline, please call to ensure enrollment is still open.

Withdrawals & Transfers

In the event a attendee must withdraw from a workshop, he or she may do so any time before the registration deadline of the workshop, and will receive a 75% refund of workshop cost plus any equipment or material fees. Workshop enrollment is nontransferable: requesting to transfer to another section of the same workshop is considered a withdrawal. Withdrawals on or after the workshop registration deadline are not refundable and workshop fees are not transferable. A credit of your enrollment fee may be issued for medically excused emergencies (with documentation) or family bereavement. Other than this, there will be no exceptions. Please give us as advance notice to the extent possible.

Material & Equipment Fees

Workshops that make use of tools or supplies will most likely require a material or equipment fee. This pays for in-workshop consumable items (e.g., drill bits, gas, wood, metal, etc.) and the upkeep of tools used for that specific workshop (saw sharpening, tool repair, welding tips, software updates). In some circumstances, attendees may also be required to purchase certain supplies on their own. This will be clearly indicated in the full online and displayed course description.

Missed Workshops & Lateness

Missing the first day of a course may be grounds for withdrawal without refund. Please email us if you know you are going to miss the first day of a course. Advance notice may allow some sort of accommodation, such as a paid makeup session. However, MLII is not obligated to offer complimentary makeup sessions outside workshop time or in concurrent or future course sections. Instructors are not obligated to catch attendees up during scheduled workshop time for missed sessions or excessive lateness.

If We Cancel or Reschedule a Workshop

Most workshops offered at MLII must have a minimum of 5 attendees registered in order for the workshop to commence. In the event a workshop does not receive sufficient enrollment, it may be canceled. Attendees will be notified at least 48 hours prior to the start of the workshop. In the event of a cancellation, attendees will be refunded within 10 business days. If we reschedule a workshop to another date, attendees are also entitled to a full refund. MLII reserves the right to change instructors without prior notification, and to change workshop meeting times by up to an hour with 48 hours prior notice.

Workshop Complaints

At the conclusion of every workshop, attendees may receive an emailed evaluation request. We depend upon your feedback to help us improve our offerings. If you have any issue with a workshop you are currently enrolled in, please either raise your issue with the instructor at the end of the workshop meeting or email us. It is our general experience that most issues can be satisfactorily addressed before the workshop concludes. Complaint resolution may involve contacting the instructor and other attendees. All emailed comments will remain confidential upon request.

Date: _____

Print Name: _____

Sign Name: _____

