



Washington Free Public Library

319-653-2726

Washington.lib.ia.us

115 W. Washington St.
Washington, IA 52353

MakeIT Place User Agreement & Liability Waiver

The MakeIT Place promises a welcoming, safe space for community members of all ages and backgrounds to learn, create and connect through hands-on experimentation and exploration. We strive to provide opportunities to collaborate and learn new skills using equipment, tools and materials that spark creativity, build community, promote digital literacy and provide opportunities for life-long learning and job skills development.

Please review the policies in this form. Acceptance of and compliance with the policies of the MakeIT Place is required for your use of the space, tools, equipment and materials located therein.

Everyone using the MakeIT Place is asked to acknowledge agreement to this policy before reserving equipment or registering for a class/program in the MakeIT Places.

RELEASE OF LIABILITY:

I understand that participation in any of the WFPL MakeIT Place programs may involve activities which pose a potential risk of personal injury. Some examples of these activities include, but are not limited to, video production equipment, recording devices, circuit boards, electrical wiring, electronic equipment, heat press, pottery equipment and ceramic materials, 3D printing and scanning machines, Co2 laser equipment, computer equipment, sewing, embroidery and serger machines, drawing tools and equipment, glue, solvents, glaze, nails, screws, and other working parts.

While most tools, equipment, and supplies will be provided by WFPL, on occasion such items will be supplied by users.

I understand that I may work alone or share MakeIT Place workspace, tools and equipment with other users and staff. WFPL may require users to wear specified safety gear, and undergo training. Surfaces of floors, work benches and tables in the MakeIT Place areas may have debris, dust, liquids, and sharp objects.

I understand and agree that MakeIT Place Activities involve various hazards, dangers, and risks, including without limitation, and by way of example, the risk of trips, slips and falls; cuts, broken bones, burns, and other wounds to hands, head, feet, eyes and other body parts; electrical shock; exposure to dust, fumes, smoke, noise, and vibrations; and accidents due to negligence of other users, staff or vendors, or due to defective or inadequate facilities, equipment, tools, machinery, or due to inadequate maintenance or repair, training, instructions, supervision, first aid and medical treatment, or safety gear. The risks also include other risks arising from my involvement in the MakeIT Place Activities.

I agree that my participation in MakeIT Activities involves risks of accidents and serious personal injury and illness, paralysis, permanent disability, and even possibly death. All above-referenced risks and other risks arising from the MakeIT Activities are referred to herein as the "Risks".

I assume all risks associated with participation in the program for myself, my heirs, executors and administrators waive and release The City of Washington, Iowa, its governing body, officers and employees, volunteers, Board and Commissions, from all claims, liability, risk of loss or injury and damages of any kind including wrongful death associated with or arising out of my participation in the proposed program work.

Copyright Infringement

WFPL does not create or claim ownership of patron content created within the MakeIT Place or with use of MakeIT Place equipment. Each patron affirms they are not breaking any copyright laws in the process of creating such content. Any person who knowingly infringes upon copyright policies will be solely liable for any actions taken and will not involve the WFPL, its Board of Trustees, and all organizations related to WFPL. For further information on copyright infringement go to: <https://www.copyright.gov/title17>.

The parties intend each provision to be severable and separate and apart from one another. The parties agree that any and all disputes resulting in litigation will be commenced, litigated, and adjudicated only in the Washington County, State of Iowa pursuant to the laws of the State of Iowa.

If a court of law construes that any part of this release is invalid, such construction shall not invalidate the remainder of this release.

By my signature, I acknowledge that I have carefully read this Agreement in its entirety and understand it, and I voluntarily agree to all statements and provisions of the Agreement. I am sufficiently informed about the MakeIT Place Activities in which I will participate, and the Risks involved to decide whether to sign this Agreement

I certify that I have reviewed and understand the Safety Guidelines. I understand that while those materials contain instructions intended to protect me from injury, even my full compliance with those instructions will not guarantee that no injury will occur.

_____ Initial here that you have reviewed the **MakeIT Place User Policies** and agree to follow them

Name: _____

Address: _____

Signature: _____ Date: _____

If under 18: Parent/Guardian Name: _____

Parent Guardian signature: _____ date: _____

EMERGENCY CONTACT:

NAME: _____ PHONE NUMBER: _____

MakeIT Place Use Policies

AGREEMENTS AND USAGE

1. Patrons must be valid WFPL cardholders in good standing to use MakeIT Place equipment. Patrons with charges over \$5.00 on their account may be allowed MakeIT Place use if they have a payment plan approved by the Library Director.
2. Patrons will comply with all rules, procedures and restrictions developed by the Washington Free Public Library (WFPL). This Use Agreement compliments and works in tandem with the WFPL Library Rules of Conduct, Technology & Internet Use Policy, and Meeting Room Policy.
3. Prior to using MakeIT Place equipment or attending a class, adult patrons must complete and sign the MakeIT Place Use Agreement and Liability Waiver form. (Adult patrons with a legal guardian should have that individual sign the MakeIT Place Use and Liability Waiver form.). Certified users may not be accompanied by others who are not certified in the equipment being used.
4. Youth under the age of 13 are only permitted in the MakeIT Place as part of an organized WFPL program with constant supervision of library staff. Depending on the type of program offered, a waiver may be required when using certain types of equipment and materials.
5. Youth over the age of 13 may use MakeIT Place equipment under the supervision of their parents or caregivers (or as part of a class supervised by instructors or Library staff). Additionally, youth aged 16 and older who are certified to use the Pottery Studio (Wheel or Handbuilding) or Audio Recording Studio may use them independently. Parents must complete the MakeIT Place Use and Liability Waiver Form for their 13-18 year old child.
6. Classes will be offered to assist users learning the operation of equipment and completion of project. Staff or volunteers are generally available to give an overview of tools and equipment and assist in explaining operation of tools and equipment as time allows and will make materials (such as manuals) available upon request. Staff are not generally available to but are not able to guide the user one- on- one through the completion of a project. Classes will be offered to assist users learning the operation of equipment and completion of project.
7. The WFPL reserves the right to halt, delete, or disallow the creation of items that violate the MakeIT Place Policy. Patrons are not permitted to create materials that are:
8. Prohibited by local, state or federal law.
9. Unsafe, harmful, dangerous or poses an immediate threat to the well-being of others.
10. Deemed offensive, obscene or racist by Library staff.
11. Functioning weapons.
12. In violation of the library's Rules of Conduct, Technology and Internet Use Policy, or any other library or City policy.
13. Violate patent, copyright, trademark or otherwise infringe upon the intellectual property of others.
14. Patrons agree to take precautions to prevent avoidable mess or damage in the MakeIT Place. Patrons agree to minimize waste of materials.
15. Patrons need to check in with the staff member on duty, using their WFPL library card each time before using the space. The patron attending MakeIT Place activities must match the WFPL card used. The card MUST be in the possession of the user, or scannable from a user's phone or tablet.
16. Patrons agree to carefully plan their time to not run-over into another reservation and have their project area cleaned up before the end of their reservation. No new projects can be started ½ hour before the end of MakeIT

Place hours. All project areas should be clean 15 minutes before closing.

17. Patrons with disabilities who need special arrangements or accommodations should notify staff at the location of interest as far in advance as possible before their expected time of use.

TOOLS & MATERIALS

18. Tools and machines are available through registration to patrons on a walk-in basis; others are available only by reservation. Most equipment will have limitations on the number of hours a patron may use equipment during a given time period. Current rules for use and reservations can be found on the MakeIT Place web page.
19. Patrons must return tools to their original location in a clean state, as well as clean the workspace before departing.
20. WFPL provides free consumable materials when possible, and offers a limited selection of materials for purchase by patrons.
21. WFPL is not responsible if a project is destroyed, does not print, engrave or fire correctly, or does not work. The patron understands that WFPL is not responsible for any manufacturing defects or the quality of workmanship of any of the tools, materials, or equipment supplied by the WFPL. Only Library computers may be connected to library machinery unless specifically noted otherwise.
22. Projects are subject to approval by staff prior to use of machinery. Only staff or certified patrons can operate MakeIT Place equipment. Staff must approve all patron-supplied materials before they are used on machines to reduce the risk of damage to machines or harm to patrons within the MakeIT Place.
23. When machines are out of order, staff will attempt to contact patrons with reservations. This courtesy cannot be guaranteed.

TRAINING & SAFETY

24. Safety is a priority. WFPL provides patrons with access to safety supplies in the MakeIT Places. For specified activities, masks or other PPE may be required.
25. Certain personal items may also require securing or covering before using equipment, including, but not limited to jewelry, lanyard, pashmina, hair, glasses chain, lasso. In addition, appropriate closed-toe shoes and clothing may be required for some activities.
26. Patrons should report any accident, incidents, or unsafe behavior that occurs to a staff member.
27. Patrons must participate in mandatory safety and use training in order to use certain tools and machinery. They may not use these tools until certification training has been completed, as confirmed by WFPL staff. Current rules for certification can be found on the MakeIT Place web page.
28. When using a tool that does not require certification, the maker is certifying that he/she is capable of using that item in a safe and proper manner.
29. Spillproof covered drinks (NOT including drinks with a plastic top and inserted straw) are welcome in the MakeIT Place. Food is not permitted unless part of a Library program.