



Makerspace Studio Checklist

I require the following equipment:

- Computer and multi-media software (e.g. Photoshop)
- Microphone
- Mixer
- Green screen
- Lights (LEDgo) – need to check out the iPad
- Tripod – need to check out
- Camcorder – need to check out

I have read and understand the following:

- Only Makerspace Technicians may adjust the ceiling mounted studio lights (direction they point). If the adjustment is not done correctly the lights can fall creating a safety hazard and also damage the lights.
- The room is sound proof therefore staff may not hear cries for help if there is an emergency. For this reason staff may peak in the window from time to time to ensure everything is okay.
- There is a phone located in the studio for emergency purposes and the Makerspace Technician has shown me how to use it.
- I am aware of the location of the fire extinguisher.

INDEMNIFICATION AND WAIVER OF LIABILITY:

1. The USER acknowledges that he/she is using the Makerspace at his/her own free will and decision. The USER acknowledges that RDC does not have any liability with respect to the USER's access, participation in, use of the facilities, or any loss resulting from such participation or use.
2. The USER shall indemnify and hold harmless RDC, its officers, employees, servants, agents, contractors and volunteers from any and all losses, liabilities, claims or expenses arising out the use of the Makerspace and Equipment and/or occupation of the property belonging to RDC by the USER; except to the extent that such loss arises from the independent negligence of RDC.
3. The USER agrees to waive all right of subrogation or recourse against RDC with respect to the use or occupation by the USER of the Equipment or Makerspace.

AUTHORIZATION & PERSONAL INFORMATION ("USER")

NAME OF USER (please print)	RDC ID/Community Card #
SIGNATURE	DATE
EMERGENCY CONTACT (Name/Phone#)	

The personal information that you provide on this form is being collected under the authority of the Freedom of Information and Protection of Privacy Act of Alberta. It will be used by Information and Learning Resources in order to provide you with access to the RDC Makerspace. The information will be protected in compliance with the provisions of the Freedom of Information and Protection of Privacy Act of Alberta. The information will be retained in accordance with Information Management guidelines, after which it will be destroyed in a secure manner. If you have any questions about the collection and use of this personal information, please contact the Director, Library Information Common Red Deer College, 100 College Blvd., Box 5005, Red Deer, Alberta, T4N 5H5, Telephone: 403.342.3344