



Library Information Common
 Red Deer College
 100 College Blvd.,
 Box 5005
 Red Deer, Alberta
 CANADA T4N 5H5
 Telephone: 403.342.3344
 Fax: 403.346.8500
 Web-site: www.rdc.ab.ca/

MAKERSPACE USER AGREEMENT

<https://rdc.libguides.com/makerspace>

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

TERMS AND CONDITIONS:

Red Deer College Library Information Common Makerspace and Makerspace equipment are available for use by RDC students, faculty, staff and external (community) users. **Users must have a current RDC iCard or Community Member card. Use of the 3D printers, laser engraver, sewing machine and / or soldering equipment requires mandatory training specific to the equipment. Only the Makerspace Technicians will operate the 3D printers and laser engraver.**

<input type="checkbox"/> Mandatory 3D Printer & Safety Orientation	completed on _____	SIRSI <input type="checkbox"/> Certified by _____
<input type="checkbox"/> Mandatory Laser Engraver & Safety Orientation	completed on _____	SIRSI <input type="checkbox"/> Certified by _____
<input type="checkbox"/> Mandatory Soldering & Safety Orientation	completed on _____	SIRSI <input type="checkbox"/> Certified by _____
<input type="checkbox"/> Mandatory Sewing Machine & Safety Orientation	completed on _____	SIRSI <input type="checkbox"/> Certified by _____

- RDC agrees to permit the USER to access and use the RDC Makerspace.
- In granting this space, RDC does not relinquish the right to control the management of the space; or to enforce all applicable laws, rules and regulations.
- Children under the age of 18 must be accompanied and supervised by an adult at all times.
- Operating the 3D printers and the laser engraver is restricted to RDC Makerspace Technicians. The USER agrees to assume full responsibility for the operating of any other Makerspace equipment.
- Most equipment can be booked and borrowed using an RDC iCard or **Community Member card**. Fines are imposed for late returns and there is a replacement charge for lost or damaged items.

I agree to:

- adhere to the posted code of conduct and safety rules.**
- ask for help** when I am uncertain of what to do or how to operate equipment.
- work and behave in a way that **protects the safety of myself and others. I will:**
 - Abide by all RDC and government building, safety and fire regulations and comply with the rules and regulations of the equipment, whether posted or otherwise imposed by RDC.
 - **Immediately report accidents, injuries or incidents** to the Makerspace staff.
 - Use the space and equipment safely and leave the space and equipment in clean and working condition.
 - **Immediately discontinue use of the tool or piece of equipment** if it becomes **unsafe** or is in a state of **disrepair** and I will immediately notify the Makerspace staff.
- abide by the RDC policies. I shall **not use the equipment to create any objects that endanger anyone, including weapons** or for, or to further, **any illegal purpose or to engage in any illegal activity**; and **I will only make prototypes** and not produce any goods for resale.
- assume responsibility for the entire 3D or laser engraver process from originating files as well as the quality, durability and / or functionality of 3D printed or laser engraved product. Makerspace staff are not responsible for the success of the product.
- I warrant that I am authorized to use the applicable files, data, images, or any other materials in the Makerspace and that the use of the Content will not infringe upon any third-party's copyright, patent, trademark trade secret or other proprietary or intellectual property rights.

INDEMNIFICATION AND WAIVER OF LIABILITY:

- 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.
- 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.
- 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#)	