

## **MAKER SPACE POLICY, PROCEDURE AND USAGE GUIDELINES**

**AVAILABILITY:** The Piqua Public Library Maker Space is available for reservation during regular library hours. This space is available on a first-come, first-served basis, however library-sponsored activities have first priority. The library reserves the right to cancel a reservation at any time; however, the library will endeavor to avoid such conflict where possible. There are no fees to use the Maker Space equipment; however, fees may apply to consumable materials. Reservations should be made at least one (1) week in advance by following form instructions on the Library's website. Groups/Individuals will be notified as soon as possible of any change in hours of operations that would impact their reservation. Groups/Individuals must conclude their equipment usage to at least fifteen minutes prior to the end of their reservation time. There should be a minimum of thirty (30) minute gaps between reservations to allow additional clean-up of the previous reservation.

### **REGULATIONS:**

- The Library reserves the right to review any request for Maker Space use and may require additional time and information during the approval process.
- Use of the Maker Space shall be restricted to those activities that do not violate general community standards, interfere with general library operations, and/or violate the Library's Patron Code of Conduct.
- Use of the Maker Space is to be done in a responsible manner with the Library's Patron Code of Conduct being adhered to at all times. The Library reserves the right to withdraw the permission for use of the Maker Space and requested equipment when conditions so warrant.
- Patrons using the Maker Space are responsible that all conditions of use are followed and assume liability for any injury, loss, or damage to any person or property in or about the room and its contents. Reimbursement for damage to the facility and/or cleaning the room is the responsibility of the individual and/or group that originally reserved the room.
- Patrons are expected to stay at their reserved equipment station for the duration of their reservation time. Patrons may not leave stations unattended while machine(s) are running (with exception being for emergencies and/or restroom use). Staff are not available to monitor projects, but may be available if guidance on machine usage is needed.
- Only the provided library computers may be used at equipment stations. Any patron projects or work saved on library computers will be deleted at end of reservation. Library computers in the Maker Space are not available for general use and are limited to the intended uses specified for Maker Space equipment. Any patron caught using Maker Space computers for reasons outside of their intended purpose are subject to being banned from future use of the Maker Space and/or the Piqua Public Library
- The Maker Space may not be used for private parties or to advertise products or services.

- The Library reserves the right to limit the number of Maker Space equipment reservations and how far in advance reservations may be made for an individual or group based on the demand for Maker Space equipment.
- The person reserving the Maker Space must be at least 18 years of age with a Piqua Public Library card in good standing and a signed Maker Space waiver on file. Reservations for minors may be made only by a parent, guardian, and/or authorized adult. Legal parents/guardians are responsible for signing waivers on behalf of minors in their care.
- A parent, guardian, and/or authorized adult shall be present at all times and responsible for the supervision of any groups of children (any individual under the age of 18) in their care.
- Childcare for children of adults using the Maker Space is the responsibility of those adults. The Library is not responsible for providing childcare while a person is using the Maker Space.
- The use of the Maker Space by a non-library group or individual shall not be publicized in a way to imply library sponsorship of the group or individual's activities.
- If the group or individual cancels the reservation, they are responsible for notifying the Library and the group members.
- The Library assumes no responsibility of hats, coats, purses, and other belongings of persons using the Maker Space.
- Smoking and vaping are prohibited in the Library. Food and beverages of any kind are not permitted in the Maker Space, **no exceptions**.
- Additional regulations may apply to specific Maker Space equipment.

**DISCLAIMER: The Library does not endorse the views expressed by any group or individual using the Maker Space, however it does endorse the right of those individuals and groups to express their views so long as they abide by the policies and rules governing the use of the Library's spaces.**