

**Worcester Public Library
Fletcher Family Innovation Center
Open Maker Hours Usage Guidelines**

The Fletcher Family Innovation Center is a maker space in the Main branch of the Worcester Public Library where all community members can have free access to tools and technology to be creative and engaged, learn new skills, and collaborate hands-on with others through making activities and content creation.

To achieve this goal, patrons must observe all library policies, including those listed below. Failure to do so may result in the suspension of Innovation Center privileges and/or Worcester Public Library privileges as outlined in the Worcester Public Library's *Patron Behavior Policy*.

In order to use the Fletcher Family Innovation Center during Open Maker Hours:

- Patrons must be age 12 or over and a WPL cardholder. Patrons under the age of 12 are not permitted during Open Maker Hours.
- Patrons must complete an Innovation Center Orientation and agree to follow all policies and guidelines while using the Innovation Center. At the conclusion of the Orientation, patrons will have the opportunity to sign agreement forms to that effect, including a Waiver, Release of Claims and Hold Harmless Agreement. Patrons between the ages of 12 and 17 must have a parent or guardian attend the Orientation and sign the appropriate forms granting permission.
- Patrons must be capable of using the equipment in a safe and responsible manner. No instruction or assistance is available during Open Maker Hours. If patrons are unsure about how to use equipment, they cannot yet attend Open Maker Hours. They can take classes offered by the library in order to learn how to use the equipment.
- Patrons must sign in and out in order to access the Center. The door to the Innovation Center remains locked from the outside. Only staff can admit eligible users who have signed in.
- Patrons must wear an Open Maker Hours badge in a visible location at all times and return the badge after use when signing out.
- Food is NOT allowed in the Innovation Center. Water with a secure lid is allowed in the Innovation Center away from any equipment.
- Patrons agree to keep their workspace neat and to return all equipment to its proper place when finished.
- Patrons must immediately notify Library staff of any accident or incident of violation of any guidelines or library policies that occurs in the Innovation Center.
- The Worcester Public Library is not responsible for any personal effects, supplies or equipment left unattended in the Innovation Center. No storage of personal supplies is permitted.
- Patrons must respect the intellectual property of others and U.S. copyright laws. Patrons must not create anything unlawful, dangerous, obscene or racially, ethnically or otherwise objectionable. Final determination is at the discretion of the Library Director or designee. Any such items will be seized and destroyed.

- The Library will not supply consumable materials for Patrons to use with the equipment in the Innovation Center. Patrons are responsible for providing their own materials.
- Patrons agree to follow general safety guidelines while using the Innovation Center.

General Safety Guidelines

IN AN EMERGENCY DIAL 911

- Follow the rules for each piece of equipment or area
- Report any unsafe behavior, injuries or malfunctioning equipment to Library staff immediately
- Do not take equipment out of the Innovation Center
- Keep cabinet drawers and doors closed
- Clean and return any item to its proper storage when not in use
- Clean up before leaving an area
- No horseplay, startling, or distracting anyone (not even with a conversation) while using a tool or equipment
- Be aware of locations of first aid equipment and know of the operating guidelines for the equipment you are using.
- Remove or fasten any loose clothing and/or jewelry
- Tie back or cover long hair
- Wear closed toed shoes
- Safety goggles, gloves, and masks are all available. It is your responsibility to use the proper safety equipment for you project.
- Toxic and/or flammable fumes are not allowed and should not be sprayed/used while using the Innovation Center. These include but are not limited to: oil paint, paint thinners, aerosol adhesives and sealants, epoxy resin, strong glues or paints, spray paints due to improper ventilation in the Innovation Center for these types of materials.

I have read, understand and agree to follow the *Worcester Public Library Fletcher Family Innovation Center Open Maker Hours Usage Guidelines.*

Signature _____ Date _____

Printed Name _____

Worcester Public Library Fletcher Family Innovation Center

WAIVER, RELEASE OF CLAIMS, AND HOLD HARMLESS AGREEMENT

Prior to participating in Open Maker Hours at the Worcester Public Library Fletcher Family Innovation Center, each person must read and sign this form.

I hereby confirm that I have received and read a copy of the Fletcher Family Innovation Center Open Maker Hours Usage Guidelines (the "Guidelines") and agree to abide by the Guidelines. I fully understand that using equipment in the Fletcher Family Innovation Center may result in personal injury or harm and that the Worcester Public Library and the City of Worcester (hereinafter collectively referred to as the "City") make no representation as to the safety of the equipment or the activity nor does the City assume responsibility for the activity. In consideration of being offered the opportunity to utilize the space at the Fletcher Family Innovation Center, I hereby agree to release and hold harmless the City, its employees, agents, volunteers, and committees and boards, from and against any and all liability, loss, damages, claims, or actions (including costs and attorney's fees) for bodily injury and/or property damage, which may arise out of my use of the Fletcher Family Innovation Center and any equipment related thereto.

I hereby assume all of the risks in utilizing any/all equipment and tools in the Fletcher Family Innovation Center, including by way of example and not limitation, any risks that may arise from negligence or carelessness on the part of the persons or entities being released from dangerous or defective equipment or property owned, maintained, or controlled by them or because of their possible liability without fault.

I, hereby for myself, on behalf of my heirs, successors, and assigns, in consideration of being permitted to use tools and equipment at the Fletcher Family Innovation Center, agree to release and indemnify and hold harmless and defend the City, its employees, agents, volunteers, and committees and boards, from any and all liability, loss, claims, and demands, actions, or cause of action for the death or injury to any persons and for any property damage suffered or incurred by any persons which arises or may arise to be occasioned in any way from my use of the Fletcher Family Innovation Center or possession of tools, technology, equipment or supplies.

I further certify that I am in good physical condition and have no medical or physical condition that would restrict my usage of tools and equipment in the Fletcher Family Innovation Center.

I acknowledge that the City, its employees, agents, volunteers, and committees and boards are not responsible for the errors, omissions, acts, or failures to act of any party or entity conducting a specific activity on their behalf.

I do hereby for myself, on behalf of my heirs, successors, and assigns, in consideration of being permitted to use tools and equipment, waive any and all claims against the City, for any personal injury, illness, death, or liability resulting from or arising out of the carelessness, recklessness, negligence and/or fault of the City.

I affirm that the information I have provided is current, true, and correct. I understand that this information may be subject to verification. I certify that I have read this document and I fully understand its content. I understand that this is a waiver and release of liability and I sign it of my own free will.

Signature _____

Date _____

Printed Name _____

Library Card Number _____

E-Mail _____

Phone Number _____

Emergency Contact (Name and Phone) _____

Any Patron between the ages of 12 and 17 must also obtain the following consent and release before using the Fletcher Family Innovation Center on their own, during Open Maker Hours, at the Worcester Public Library.

I, _____ (print name), parent or legal guardian of _____ (print name), who is a minor, for myself, my personal representative, my heirs, and my next of kin, do hereby consent to my child using the Fletcher Family Innovation Center on their own, during Open Maker Hours, without the supervision of an adult, and voluntarily accept the terms of this waiver, release of claims and hold harmless agreement, and agree that it is my intent to exempt, indemnify and release the City of Worcester from any and all liability, loss, claims, demands, actions, or cause of action arising from my child's use of the Fletcher Family Innovation Center.

Parent/Guardian Signature _____

Date _____

Printed Name _____