



Washington Free Public Library

319-653-2726

Washington.lib.ia.us

115 W. Washington St.
Washington, IA 52353

MakeIT Place Application/Liability Waiver for Group Use

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.

We're glad to offer the opportunity for non-profit groups and educational institutions to use the MakeIT Place for approved activities. Generally group activities must begin at a time that the Library is open to the public, but exceptions may be made if staff is available to open the building. A staffing fee of \$25.00 will be charged for this.

Please review the MakeIT Place Policies and Liability Waiver. 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. The responsible party completing this form and facilitating the group activity must acknowledge responsibility for ensuring that all members of the group are aware of MakeIT Place Use policies and will adhere to those policies.

Organization Name: _____

Group facilitator/Responsible party: _____

Are you a certified MakeIT Place user for the equipment you will be using? Yes No

Email: _____ **Phone:** _____

of program participants: _____ **Ages of program participants:** _____

Date/Time requested for use: _____

Describe the group activity and equipment to be used (continue on the back of sheet if needed):

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

By signing below I certify that I have reviewed and understand these policies.. 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 ensure that your group follows them.

_____ Initial here that you understand that if equipment is damaged due to negligence your group will be responsible for the cost of repairing or replacing the equipment.

_____ Initial here if you are using the Pottery Studio and understand that if the Cleaning Checklist is not completed, you will be assessed a \$25.00 cleaning fee.

Name: _____

Address: _____

Signature: _____ Date: _____

MakeIT Place Use Policies

1. Patrons must be valid WFPL cardholders in good standing to use MakeIT Place equipment.
2. Patrons will be courteous to other library patrons and other users. Patrons will comply with all rules, procedures and restrictions developed by the Washington Free Public Library (WFPL).
3. This Policy compliments and works in tandem with the WFPL Library Rules of Conduct, Technology & Internet Use Policy, and Meeting Room Policy.
4. 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.)
5. Youth aged 12 and under 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.
6. Youth aged 13 and older may **accompany** a parent or caregiver who are utilizing MakeIT Place equipment but are absolutely not allowed to run any machinery unless part of a class supervised by instructors or Library staff. They may not be left unattended in the MakeIT Place at any time. Parents must complete the MakeIT Place Use and Liability Waiver Form for their 13-17 year old child. Every minor must be accompanied by 1 adult. (1:1 ratio)
7. Parents/guardians are welcome to tour the MakeIT Place area to become familiar with the facilities and equipment and evaluate use by a minor child, and WFPL staff are happy to answer parent/guardian questions.
8. Some tools and machines are available to patrons on a first-come, first-served 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.
9. Patrons must return tools to their original location in a clean state, as well as clean the workspace before departing.
10. WFPL can only provide free consumable materials on a limited basis. A limited selection of materials for purchase by patrons will be available.
11. 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. Library computers are available for in-house check out to use with specific MakeIT Place machinery. Personal computers must be pre-approved by staff.
12. 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.
13. 3D printing is only directly operated by staff. Patrons send files to be printed. See the MakeIT Place for directions.
14. When machines are out of order, staff will attempt to contact patrons with reservations. This courtesy cannot be guaranteed.
15. 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.
16. 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:

- a. a. Prohibited by local, state or federal law.
 - b. b. Unsafe, harmful, dangerous or poses an immediate threat to the well-being of others.
 - c. c. Deemed offensive, obscene or racist by Library staff.
 - d. d. Functioning weapons.
 - e. In violation of the library's Rules of Conduct, Technology and Internet Use Policy, or any other library or City policy.
 - f. In violation of patent, copyright, trademark or otherwise infringe upon the intellectual property of others.
17. 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.
 18. 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 1 hour before the end of Library/ MakeIT Place hours unless approved by staff. All project areas should be clean 15 minutes before closing.
 19. 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.
 20. 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.
 21. Staff or volunteers are available to assist in explaining the operation of tools and equipment as time allows and will make materials (such as manuals) available upon request 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 projects.
 22. 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.
 23. WFPL provides patrons with access to safety supplies in the MakeIT Places. Safety is a priority. For specified activities masks or other PPE may be required without exception.
 24. Certain items may also require hair and any dangling items, like jewelry, to be secured or covered before use. In addition, appropriate closed-toe shoes and clothing may be required for some activities.
 25. Patrons should report any accident or incident that occurs to a staff member and should report any unsafe behavior by anyone to staff.
 26. Patrons agree to take precautions to prevent avoidable mess or damage in the MakeIT Place. Patrons agree to minimize waste of materials.
 27. Some tools require specific safety gear as described in certification training. All safety gear must be worn as appropriate.
 28. Patrons should report any accident or incident that occurs to a staff member and should report any unsafe behavior by anyone to staff.
 29. Patrons and Volunteers will leave the spaces as clean as it was found. A cleaning fee of \$25 may be charged to the user's account that must be paid before they can use the space again if the Pottery Room Cleaning Checklist is not completed.