

## **ARC MakerSpace Conditions of Use**

The ARC MakerSpace is a collaborative environment where creativity, learning, and innovation are encouraged. To maintain a safe, productive, and inclusive space for all users, the conditions set out below must be adhered to at all times.

### **1. Adherence to University Policies**

- Users must comply with all relevant University policies, procedures, and safety regulations while using the MakerSpace.

### **2. Health and Safety**

- All users must follow established health and safety protocols of the MakerSpace and the University.
- Users must not behave in a way that is potentially unsafe or harmful to themselves or others.
- Certain equipment, especially those that generate heat (e.g., laser cutters, soldering stations), should never be left running unattended.
- Users must adhere to the safe use of equipment as instructed and not attempt to bypass interlocks, make alterations or repairs. This includes the safe and sensible use of tools and use of personal protective equipment where instructed.
- Emergency exits, fire safety equipment, and first-aid kits must remain accessible and unobstructed.
- Users must respond to emergency alarms and other situations as instructed by ARC staff.

### **3. Reporting of Accidents**

- Any accidents, injuries, and incidents, including 'near misses', must be reported immediately to ARC Management and via the SEPS incident reporting form.
- In the event of a serious accident or incident including potential threat to life, University Security should be contacted on 0141 330 4444 or via the Safezone app.
- First Aid and burns kits are available in the space and First Aiders can be contacted via Reception.

### **4. Booked sessions**

- Users must arrive for any booked sessions promptly and vacate at the end of the allocated slot and in line with the closing time of the ARC, or in the event of exceptional circumstances such as a security incident or fire alarm.

### **5. Use of MakerSpace Equipment**

- Users must not attempt to use equipment for which training has not yet undertaken.
- Use of tools, machinery, or specialised equipment is permitted only after completing the necessary induction and training
- Use of mains-operated equipment other than that supplied by the MakerSpace and laptops is not permitted without first consulting ARC Management.
- Laptops and other personal computing devices may be connected to the wireless network, or to ports designated for such use within the MakerSpace.

- Items created by users of the MakerSpace are expected to remain within the bounds of what is considered appropriate and/or legal.
- MakerSpace users should minimise noise to maintain a conducive working environment.
- ARC Management reserve the right to refuse the use of equipment

## **6. Damaged equipment**

- Users should report any damage or malfunctioning equipment to ARC Management or Section Head immediately to ensure it can be addressed promptly.
- In the event of equipment failure, users should cease operating the affected kit immediately and disconnect power safely if appropriate.

## **7. Cleaning**

- Users must allow time for the thorough cleaning and tidying of their area of working within the allocated session and must replace any tools or other items to their allocated storage locations.
- Users must clean up any spills or breakages promptly and contact reception should further assistance be needed. The nearest handwashing facilities are located in the southern toilet block of the ARC Level 2.
- Consumption of food or drink is only permitted in certain designated areas and should never take place around sensitive equipment. Please respect the posted guidelines for designated areas.

## **8. Materials used in the space**

- Materials provided by the MakerSpace are for use within the space only.
- Users must not bring or use their own materials without prior approval from ARC Management (crafting activities are exempt from this rule). This is particularly important for the laser cutter which requires specific materials to avoid damage and/or production of dangerous fumes.
- Any shortages of shared materials provided by the ARC should be reported to ARC Management promptly to ensure timely replenishment.
- Users must agree to pay an hourly charge for booked time in the MakerSpace by providing a budget code when booking. The hourly rate will be set by ARC Management and will be revised periodically with any new rate communicated to users at least one month in advance of the change.
- Users must agree to meet the cost of any specific materials which are not routinely provided by the ARC, and which have been approved for use by ARC Management. Charging will be via a budget code provided by the user.

## **9. MakerSpace Resources**

- Users must not deface, damage, or misuse items within the MakerSpace including equipment, tools, and furniture. This includes the unauthorised modification of computer systems or software.
- MakerSpace equipment and tools must not be borrowed or removed from the space without express permission from ARC Management.
- Users must not deny access to tools or equipment through theft, deliberate misplacement, intentional damage, or hoarding (i.e. hiding items either during a session or between sessions).

## **10. Intellectual Property Rights**

- Users should respect the intellectual property rights of others using the MakerSpace. Do not copy or infringe on the creative works or ideas of others without permission.
- Users must be mindful of the Intellectual Property obligations associated with their employment. Further advice on IP can be sought from the University's Innovation, Entrepreneurship and Engagement Directorate

Collaboration and constructive feedback are encouraged. Please be open to sharing ideas, providing assistance, and helping others within the space.

Users who actively compromise the experience of others by not adhering to these conditions may have their access temporarily or permanently revoked depending on the nature of the breach.

By using the ARC Makerspace, you agree to abide by these conditions.

**To confirm your agreement please complete the following details.**

**Name:**

**Staff/student number:**

**Signature:**

**Date:**