

## **Access and Use of the ARC MakerSpace**

The ARC MakerSpace has been conceived as a welcoming, safe and secure environment for a wide range of crafting, creating, coding and constructing. The space provides a range of equipment and project space alongside a vibrant events and training programme.

This policy outlines the procedures and guidelines for accessing and utilising the MakerSpace and aims to ensure the safe, efficient, and equitable use of the space and its resources.

### **1. Scope**

This policy applies to all users of the ARC MakerSpace, including University staff, students, and any external partners who have been granted access.

### **2. Operating Hours**

- The MakerSpace is available for use from **Monday to Friday, 9:30 AM to 4:00 PM.**
- The MakerSpace is not accessible outside of these hours, including public holidays and University closure periods.
- Any requests for access outside of these hours must be submitted to ARC Management and will be considered on a case-by-case basis.

### **3. Access Control**

- Access to the MakerSpace is restricted to individuals who have been granted the appropriate Salto access permissions.
- Users must present University identification if requested by ARC Management.
- Access will only be provided after the completion of appropriate induction training as follows:
  - i) Individual users: general induction and individual equipment training
  - ii) Supervised use of the space: the relevant Section Head has ultimate responsibility
  - iii) Group usage - unsupervised (crafting only): general induction and individual equipment training
  - iv) Public engagement – the session leader has ultimate responsibility
- Users must not grant access to unauthorised persons (i.e. those without Salto access) without seeking ARC Management approval

### **4. Booking equipment usage**

- Booking and operation of equipment within the MakerSpace is only permitted on completion of the relevant induction and training specific to each piece of equipment.
- Equipment must be booked in advance using the MakerSpace booking platform, Clustermarket.
- Sessions are generally limited to a maximum of 2 hours and requests for longer periods must be submitted to ARC Management or the appropriate Section Head.
- An appropriate budget code must be provided in order to complete a booking request.
- Requests for personal use of equipment/materials must be submitted to ARC Management.

- Users who book a session and subsequently cannot attend must make every effort to cancel their booking on Clustermarket in order to release the space for others.
- In the event of high demand, a job queue system with prioritisation will be implemented.
- Where ARC Management have given permission for lone working, normal out of hours working procedures must be followed in the event of an incident or emergency.

## **5. Group Usage**

- Group use of the MakerSpace must be requested at least one week in advance and requires approval from ARC Management.
- Requests to use the Maker Space for engagement events involving members of the University community or the public must be made at least one month in advance and a risk assessment must be provided in accordance with the general guidelines for public activity in the ARC. A template for a general risk assessment is available from the ARC Engage team.

## **6. Compliance**

- All users must adhere to this policy to ensure a safe and efficient environment within the MakerSpace.
- Non-compliance with any aspect of this policy may result in the revocation of access privileges or other disciplinary actions.
- ARC Management reserves the right to amend the policy as necessary