University of Puget Sound  
Makerspace User Agreement

In order to foster a culture of cooperation, safe exploration, and creativity, all Makerspace users must complete and fully understand the Makerspace Orientation.

Makerspace users agree to:

- **Sign in** when entering
- **Ask for help** when uncertain of what to do or how to operate equipment
- **Return equipment** and supplies to the appropriate storage containers
- **“Leave no trace”** and tidy/clean the common use area after working in the Makerspace and dispose of materials appropriately
- **Not waste materials**
- **Report broken equipment** so staff can label the item as unavailable, remove it or begin repairs
- **Turn soldering irons off when not in use**, even for a few minutes
- **Not attempt to repair or modify equipment**. Hardware and software in the MakerSpace is managed by the Makerspace staff. Modification requests will be considered, but users are not allowed to make those modifications themselves
- **Use safety guidelines and safety gear** (glasses, gloves, and vents)
- **Work and behave in a way that protects the safety of self and others**
- **Take responsibility** for own materials and property
- **Leave food and drinks** outside the Makerspace
- Use the Makerspace for **maker activities only**
- **Report accidents and injuries immediately** to Makerspace staff
- Respect and abide by all **University of Puget Sound guidelines and policies**
- **Not use the Makerspace to create any objects that could endanger anyone, including weapons**, works in violation of another’s intellectual property rights or subject to copyright, patent or trademark protection
- **Be aware of the risks** associated with using the equipment in the space

If a patron damages any MakerSpace equipment, that patron will be subject to repair charges, up to and including the price of replacing the item.

Failure to comply with the above may result in loss of access to the facility.

Name__________________________________________________  
Circle one:
Freshman          Sophomore

Signature__________________________________________________  
Junior         Senior         Graduate

ID Card #__________________________________________________  
Staff          Faculty

Library Staff (initial): ______  
Date: ___________

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