



Greenwich
Library

Greenwich Library Innovation Lab User Agreement

Welcome to the Greenwich Library Innovation Lab! Please review the policies and guidelines set forth below. Acceptance of and compliance with these provisions is required for your use of the space, tools, equipment and materials provided within.

Name of User _____

Greenwich Library card # _____

Phone # _____ Email _____

Parent/Legal Guardian's Name (if under 18) _____

Phone # _____ Email _____

Address _____

Greenwich Library Innovation Lab User Agreement:

1. Prior to using the Innovation Lab, a user must (a) complete a User Agreement form; and (b) verify his/her identity with valid photo ID and library card. A minor without valid photo ID may verify his/her identity with a library card and valid photo ID of a parent/legal guardian.
2. The user must “check in” with the staff member on duty, using their Greenwich Library card, and sign a user log book each time they use the Innovation Lab.
3. The user must participate in mandatory trainings in order to use Innovation Lab equipment; they may not use these tools until “certification” training has been completed. By using a tool that does not require certification, the user (or, if the user is a minor, his/her parent/legal guardian) is certifying that the user is capable of using that item in a safe and proper manner. Library staff will make available upon request materials such as manuals.
4. The Library is not responsible for the conduct of minors in the Innovation Lab. Minors whose behavior the staff determines (at its discretion) requires supervision must be with their parents or caregivers in the Lab at all times. Children whose behavior is deemed unsafe by the staff (at its discretion) will not be permitted to use the Innovation Lab without adult supervision.
5. All users under age 13 must be accompanied by a parent or caregiver to use the Innovation Lab.
6. The user agrees he or she will not loan their library card to another person for the purpose of using the Innovation Lab.
7. The user agrees to leave the Innovation Lab promptly at the end of the reservation period or 15 minutes before the Library closes.
8. The user agrees that he or she will complete production work fifteen minutes prior to library closing unless other arrangements have been made with and approved by Library staff.
9. The user agrees that he or she will not bring food or drink into the Innovation Lab.
10. Greenwich Library provides the user with access to safety supplies in the space, which may include safety goggles, masks, gloves, First Aid Kits, and fire extinguishers, appropriate use of which is highly recommended. The user is responsible for obtaining and properly using safety supplies.
11. Greenwich Library offers tools and equipment for the use of the user as-is without any representation or warranty of safety or suitability for any purpose. The Greenwich Library is not



responsible for any defects in any of the tools or equipment or for any loss or damage caused by the use or misuse of tools or equipment by the user.

12. The user agrees that if any tool or piece of equipment becomes unsafe or in a state of disrepair, he or she will immediately discontinue use of the tool and notify Library staff.
13. The user must report any accident/incident that occurs in the Innovation Lab to a staff member.
14. Most tools are available to the user on a first come, first served basis, for use in the Innovation Lab space. Certain designated tools or equipment may be made available for registration in advance using an online reservation system.
15. The user may only use one 3D printer at a time.
16. Items used in the Lab or borrowed are to be returned in the same condition as they were issued, barring normal wear and tear. The user agrees to pay for the loss or damage to any items and further agrees to accept the Library staff's assessment of fair restitution for damage, dirtiness, delinquency and/or loss of items in part or total.
17. Items used in the Lab must be returned by the user to their original location.
18. The user agrees to take precautions to avoid causing unnecessary mess or damage in the Innovation Lab. The user agrees to clean up his/her workspace in the Innovation Lab following use. The user agrees to inform the Staff member in the case that they are unable to return a work surface, tool or equipment to its original state.
19. The user acknowledges that the library is only able to provide consumable materials on a limited Basis. The user agrees to avoid wasting consumable supplies and materials that Greenwich Library provides for free. The user also agrees to pay for other Innovation Lab consumables if the staff determine that the user is using or wasting excessive amounts of materials.
20. Use of the Innovation Lab is intended for discovery, learning, entertainment and prototyping purposes. Production of goods to be sold for profit is contrary to the Library's mission and may not occur in the Innovation Lab.
21. The production of illegal or dangerous items and weapons in the Innovation Lab is prohibited.
22. The use of the Innovation Lab is also governed by the terms of the Greenwich Library's Public Behavior Policy, a copy of which will be provided upon request.
23. The Library reserves the right to suspend or terminate a user's access to the Innovation Lab for inappropriate behavior, misuse of equipment, or violation of any of the terms outlined above.

I, _____(print name), affirm that the information I have provided on the User Agreement is current, true, and correct. I understand that this information may be subject to verification.

I, _____(print name), 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



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claims against Greenwich Library for any and all losses, damages (whether direct, indirect, consequential or punitive), personal injury, illness, death, or liability resulting from or arising out of the actions or omissions of Greenwich Library.

I, _____ (print name), hereby for myself, on behalf of my heirs, successors, and assigns, in consideration of being permitted to use tools and equipment, agree to release and indemnify and hold harmless and defend Greenwich Library, their officers, agents, volunteers, Board of Trustees and employees from any and all liability, loss, claims, and demands, actions, or cause of action (including attorneys' fees) for the death or injury to any persons and for any property damage suffered or incurred by any person which arises or may arise or be occasioned in any way from the user's conduct in the Innovation Lab or possession of tools, technology, equipment or supplies the user uses in the Innovation Lab. Any available insurance of the user's (or the user's parent or guardian) shall be primary and Greenwich Library's be Non Contributory.

I, _____ (print name), voluntarily hereby give permission to the Greenwich Library, Greenwich CT for emergency transportation and/or treatment in the event of illness or injury. I hereby accept responsibility for the payment of any emergency transportation and/or treatment.

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 Fairfield County, State of Connecticut pursuant the laws of the State of Connecticut.

If a court of law construes that any part of this release is invalid, such construction shall not invalidate the remainder of this release.

I have read this release, have no questions about its meaning and voluntarily accept the terms of this release by signing my name below.

Signature _____ Date _____

Printed Name _____

Any maker under eighteen years of age must also obtain the following consent and release before using the Innovation Lab.

I, _____ (print name), am the parent or guardian of _____ (print name). I consent to this and state that I have read the above release, have made the above representations, affirmations and agreements as applicable on my own behalf and on behalf of the user, have no questions about its meaning and voluntarily accept the terms of this release by signing my name below.

Parent/Guardian Signature _____ Date _____

Printed Name _____