



**Greenwich Library Innovation Lab
Terms of Use**

Welcome to Greenwich Library (the “Library”) Innovation Lab (the “Lab”)! Please review the Terms of Use set forth below. You must agree and continue to comply with these requirements in order to use the space, services, tools, and equipment available in the Lab.

1. Prior to using the Lab, a user must (a) agree to comply with these requirements by signing and agreeing to these Terms of Use and (b) verify the user’s identity by presenting the staff member on duty with a valid photo ID and Library card. A minor without valid photo ID may verify such user’s identity with a Library card and valid photo ID of a parent/legal guardian. For each subsequent visit to the Lab, the user must “check in” with the staff member on duty by presenting the user’s Library card.
2. The user must participate in mandatory trainings in order to use certain Lab equipment as identified by Library staff; the user may not use these tools until “certification” training has been completed. By using a tool that does not require certification, a user (or, if the user is a minor, the user’s parent/legal guardian) certifies that such user is capable of using that item in a safe and proper manner. Library staff will make support materials available such as manuals upon request.
3. The Library is not responsible for the conduct of a minor in the Lab. Any user under age 13 must be accompanied by a parent or caregiver to use the Lab. A minor of age 13 and over may be permitted to use the Lab without a parent or caregiver, unless the staff determines (at its discretion) that such user’s behavior may be unsafe or requires supervision, in which case such user must be with a parent or caregiver in the Lab at all times and will not be permitted to use the Lab without parental or caregiver supervision.
4. The user will not lend such user’s Library card to another person for the purpose of using the Lab.
5. The user will complete production work and leave the Lab promptly at the end of the reservation period, program, or 15 minutes before the Lab closes, as applicable, unless other arrangements have been approved by Library staff.
6. Use by the user of appropriate safety supplies provided by the Library in the space is highly recommended. The user is responsible for properly using safety supplies.

7. The user must report any accident/incident that occurs in the Lab to Library staff. The user hereby gives permission to the Library for emergency transportation and/or treatment in the event of illness or injury and hereby accepts responsibility for the payment for any emergency transportation and/or treatment.
8. The Library offers tools and equipment for the use of the user “as-is” without any representation or warranty of fitness, safety, or suitability for any purpose. The Library is not responsible for any defects in any of such tools or equipment or for any loss or damage caused by the use or misuse of such tools or equipment by the user.
9. If any tool or piece of equipment appears to be unsafe or in a state of disrepair, the user will immediately discontinue use of the tool and notify Library staff.
10. Most tools are available to the user on a “first come, first served” basis for use in the Lab space. Certain designated tools or equipment may be made available only upon registration in advance using an online reservation system.
11. The user may only use one piece of Lab equipment at a time, unless otherwise approved by Library staff present at such time.
12. Items used in or borrowed from the Lab are to be returned in the same condition as they were issued, normal wear and tear excepted. The user will pay for loss or damage caused by such user to any item and will accept the Library staff’s assessment of fair restitution for damage and/or loss of items in whole or in part.
13. Items used in the Lab must be returned by the user to their original location.
14. The user will take precautions to avoid causing unnecessary mess or damage in the Lab.
15. The user agrees to clean up such user’s workspace in the Lab following use.
16. The user acknowledges that the Library is only able to provide consumable materials on a limited basis. The user will avoid wasting consumable supplies and materials that the Library provides for free. The user also will pay for Lab consumables if the Library staff determines that the user is using or wasting excessive amounts of materials. For the safety of staff, patrons, and Library property, we reserve the right to decline any and all materials brought into the Lab by the user.
17. Use of the 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 Lab.
18. For the safety of staff, patrons, and Library property, the production or modification of dangerous items, such as weapons, is prohibited in the Lab including such items if dismantled.

19. The use of the Lab is also governed by the terms of the Library's Public Behavior Policy, a copy of which will be provided upon request.
20. The Library reserves the right to suspend or terminate a user's access to the Lab for inappropriate behavior, misuse of equipment, or violation of any of the terms specified above.
21. The user will release, defend, and hold harmless, to the fullest extent permitted by law, the Library and its Board of Trustees, and their respective agents and employees, from and against any claims, damages, losses, liability and expenses (including personal injury, illness, death and reasonable attorneys' fees) arising out of, in connection with, or relating to the user's use of the Lab, including any intellectual property or other third party claims arising out of, in connection with, or relating to the user's use of the Lab. In addition, the user will be responsible for any damage to the Lab resulting from the user's use of the Lab.
22. These Terms of Use shall be governed by, and construed in accordance with, the laws of the State of Connecticut, without giving effect to the conflicts-of-laws principles thereof. Any disputes arising out of, in connection with, or relating to the interpretation, performance, or breach of these Terms of Use or the user's obligations hereunder shall be commenced in the state or federal court in Connecticut, and the user submits to the exclusive jurisdiction and venue of any such court in any such suit, action, or proceeding.

For good and valuable consideration relating to my use of the Lab, the receipt and sufficiency of which is hereby acknowledged, I agree to these Terms of Use.

_____(USER)

Signature:

Printed Name:

Library Card #:

Email Address:

Date:

Any person 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) (the "Minor User"). I have read and consent to the above Terms of Use on behalf of myself and the Minor User.

Parent/Guardian Signature _____ Date _____

Printed Name _____