



ST. LOUIS CONFLUENCE

FABLAB

AT LEWIS AND CLARK COMMUNITY COLLEGE

Membership Information and Application

We are excited that you are interested in joining the St. Louis Confluence Fablab. By becoming a member of our facility, you are getting access to traditional and cutting edge tools and equipment to help you imagine, design, and create the objects of your ingenuity and imagination. You will have access to some of the most innovative and useful tools that any fabricator could want.

The Agreement

The agreement between the St. Louis Confluence Fablab (STLCFL) and its users and members is outlined in the sections below. We require your signature as acceptance of the terms outlined. If you are purchasing a family plan, the signature of the legal guardian will be the consent for any listed minor children living in the household. This agreement will be binding for the term of your use or membership. As STLCFL grows and matures, there will likely be changes to the operational procedures and policies and successive agreements will undoubtedly have different terms than this one. Our number one goal is to provide a safe environment to empower our users and members to create and innovate. Please help us by complying with the terms of this agreement and suggesting improvements when needed.

Contents of this Agreement

- STLCFL Member Agreement, including the International Fab Lab Charter
- Membership fee schedule
- Model Release
- Liability Waiver
- Membership Registration Form

When you are ready to become a member of STLCFL, you may print and complete these forms and bring with you or we can provide a set of the documents for you to sign when you come to the lab for the first time.

Standard Hours:

Our standard hours are shown below. They are subject to change without notice as we become busy, we'll expand as needed.

2:00pm – 9:00pm Tuesday, Wednesday, Thursday, and Friday

10:00am – 8:00pm Saturday

Every Tuesday from 7:00pm – 9:00pm is free and open to anyone who wants to visit. Users will still need to complete the required safety courses to use machines.

The lab is available at other times for classes and rented time. There will be an occasional class that will also be working in the lab during the standard hours and will have specific areas of the lab reserved for their exclusive use. If you have a project, course, or event that you would like to schedule at STLCFL, call us at 618-468-4928 or email us at info.stlcfl@lc.edu and let us know. Please note that our hours may vary around holidays and certain academic breaks. Feel free to check with us.

Expendable Supplies (i.e. used up in the process of making something) Examples include tape, sticky notes, paper, and glue. We will keep an inventory of basic supplies and materials for sale to our members as a convenience, saving them from having to acquire and bring them in. These will be available for purchase from the lab technician. There may be some supplies available in the free bin, but these are on a first come-first serve basis and are in no way guaranteed to be there for your use. If your project requires a lot of supplies, we recommend that you acquire them in advance and bring them to the lab for use.

Materials (i.e. Items used in a project that become a part of the finished product) Examples include wood, metal or plastic used for cutting or engraving; vinyl, wood or metal for signs; hardware and fasteners used in assembling a project and electronic components. Materials used for your projects can be provided by you or purchased from STLCFL. We will keep an inventory of basic supplies and materials for sale to our members as a convenience, saving them from having to acquire and bring them in. These will be available for purchase from the lab technician. There will be designated areas where members may leave unwanted leftover materials. These left-overs are available to other members at no charge.

Note:

For everyone's safety, we need to know the identity of all materials being used for projects made in the Fablab. We can't allow anyone to bring unidentified materials into the lab. If we are unfamiliar with a material, we will require a Material Safety Data Sheet (MSDS) to be provided.

Learning

Many STLCFL processes are driven by digital files. For some, the file can be a PDF containing a 2Dimensional rendition of what you want to make. Others require a 3-dimensional file that a machine converts to what it needs to perform its function. We have many design and CAD programs available for your use in our design area. We also have open source (free) solutions that are relatively easy to learn to use so that our members can get up to speed and get a first project done quickly. Projects at STLCFL are Do It Yourself (DIY). Our job is to assist members as needed with their projects, but not to make their projects for them. We will hold a series of approximately 2-hour seminars during which members can learn the skills necessary to get started on specific processes within our facility.

Scheduling

Members will need to schedule time on all level 4 and 5 machines at least 12 hours in advance of using those machines. If no members are scheduled to use a specific machine, then any other member can use it at that time. All other machines are on a first come, first served basis. Generally, machines have a time limit of one hour. This means if someone is waiting a machine, you'll need to come to a stopping point at the end of the clock hour so the next person can take their turn. Level 4 and 5 machines have longer time limits and can accommodate longer processes. Members can use individual machines up to 2 hours per machine per day up to 10 cumulative reservation hours per week on all machines. This is to guarantee availability of equipment to all members and users of STLCFL.

STLCFL: Member Agreement and International Fab Lab Charter

As a Fablab user, I will...

1. Be willing to share the space with others, without prejudice.
2. Be willing to learn new skills and knowledge with minimal assistance, and ask questions when I am unsure how something works.
3. Share my knowledge with those less experienced, if I'm able.
4. Leave my workspace clean and tidy, and return all tools and supplies to the right place.
5. Pay for all consumable materials and supplies that I use.
6. Practice the Golden Rule, and respect others' ideas and property.
7. Be creative, enthusiastic, and broaden my horizons.
8. Be respectful of others, and maintain a pleasant atmosphere in the Fab Lab.
9. Have fun, and allow others to do the same.
10. Have my badge visible and near my collar area at all times while in the Fab Lab, for safety and to promote a community atmosphere.

STLCFL: Policies

Safety

1. When indicated, personal protective equipment (PPE) must be used.
2. Seek assistance when moving new material to and from large machines.
3. STLCFL users and members are prohibited from making anything a reasonable person would consider a weapon. Work on weapon parts (i.e. engraving and/or other modifications) may be done with written permission from the lab manager. Only parts, no complete, weapons are allowed in the Fab Lab.
4. The machining room is restricted to 14yrs old and older. If you are under 18, you will need to be accompanied by an adult. This accompaniment is 1:1.

Intellectual property

1. Whatever you create in the Fab Lab belongs to you.
2. You agree to be photographed with your creations, and you understand that photographs will be posted to our website, which other people may see.
3. While we do not assist directly with the patent process, we have access to resources that can help.

Behavior

1. This is a community space, so please refrain from using language that could be viewed as offensive.
2. As a Fab Lab user, you are expected to comply with all staff instructions, policies, and signs posted in the Fab Lab, as well as our Member Agreement.
3. At the discretion of Fab Lab staff, you may be asked to leave for inappropriate behavior or noncompliance with Fab Lab policies.

Machine use

1. Please treat Fablab machines with care, as if they were your own.
2. Please use machines only as intended, to avoid costly damage and to make sure they are available for everyone to use. You may be responsible for costs associated with repair or negligence, due to misuse of STLCFL property.

Tool Vending Machine

1. The tool vending system is available to anyone with a valid identification card.
2. Tools are not to leave STLCFL for any reason.
3. You are responsible for any tool checked out with your card. If it is not returned by the end of the day, you are responsible for the replacement cost. Your account will be suspended until this is rectified.
4. Do not let anyone else use your card.

Hand tools

1. There are some common hand tools located in the assembly area tool box
2. These tools are free to use, but must be returned back to their designated location.
3. Please treat STLCFL hand tools with care, as if they were your own.
4. Please use STLCFL hand tools only as intended, to avoid costly damage and to make sure they are available for everyone to use. You may be responsible for costs associated with repair or negligence, due to misuse of STLCFL property.

Food and Drink in the Lab

1. No food is allowed in the lab. There is a lounge area nearby for your lounging.
2. Only drinks in covered containers are allowed in designated lab areas.
3. Please dispose of trash and leave any areas of the lab you use in as good or better condition than you found them.

You are responsible for understanding all STLCFL general policies, safety policies, access policies, purchasing policies, and standard operating procedures described in other documents. This agreement assumes your knowledge of these documents.



The International Fab Charter

What is a fab lab?

Fab labs are a global network of local labs, enabling invention by providing access to tools for digital fabrication

What's in a fab lab?

Fab labs share an evolving inventory of core capabilities to make (almost) anything, allowing people and projects to be shared

What does the fab lab network provide?

Operational, educational, technical, financial, and logistical assistance beyond what's available within one lab

Who can use a fab lab?

Fab labs are available as a community resource, offering open access for individuals as well as scheduled access for programs.

What are your responsibilities?

safety: not hurting people or machines

operations: assisting with cleaning, maintaining, and improving the lab

knowledge: contributing to documentation and instruction

Who owns fab lab inventions?

Designs and processes developed in fab labs can be protected and sold however an inventor chooses, but should remain available for individuals to use and learn from

How can businesses use a fab lab?

Commercial activities can be prototyped and incubated in a fab lab, but they must not conflict with other uses, they should grow beyond rather than within the lab, and they are expected to benefit the inventors, labs, and networks that contribute to their success.

Membership Fee Schedule for Community Access to STLCFL

STLCFL is available to members of the community, area and region through memberships allowing use of the lab. Materials and consumables are available for purchase or can be brought by members. Any proceeds from Fab Lab revenue are used for the future sustainability of the lab.

Join STLCFL

STLCFL offers several membership options to suit your specific lab needs. Our most basic membership package is for individual adults. If you're in need of the ability to reserve machine time, we offer a premium membership plan. We also offer discounted family, student, educator, and artist memberships. Below are our membership options, along with their details. If you have any questions, please contact us at 618-468-4928 or email us at info.stlcfl@lc.edu

All Membership Levels

Memberships include access to the lab during member hours, complimentary lab safety and orientation courses, instruction on lab workstations and equipment, special invitations to lab events and activities, and one free guest visit per week. All memberships will require members to purchase their own consumables (explained below). **All levels of membership require users to complete applicable safety training.**

Premium Individual Membership - \$100/mo (\$1000/yr)

- Valid for one month (one year) from the date of purchase.
- Includes priority reserved use of lab machinery up to 1 hour per machine per day up to 4 hours per machine per week, totaling no more than 10 cumulative reservation hours per week on all machines.
- 3D printer material allowance of \$10/mo. Maximum value of \$50
- Must be 14 years old or older. (Restricted access under 18)

Individual Membership - \$75/mo (\$750/yr)

- Valid for one month (one year) from the date of purchase.
- Includes use of the lab machinery at-will outside of Premium Member reservations up to one hour per machine per session.
- Must be 14 years old or older. (Restricted access under 18)

Student-Staff-Educator-Artist Membership - \$50/mo (\$500/yr)

(LCCC or SIUE students and staff, contact us for lab use info.)

- Valid for one month (one year) from the date of purchase.
- Proof of current student enrollment, current employment as an educator, or artistic resume is required.
- Must be at least 14 years of age or older. (Membership must be purchased by parent or guardian on behalf of minor if under 18)
- Fee not required for use of lab during course utilizing lab space.
- See Individual Membership lab usage policies above.

Premium Family Membership - \$180/mo (\$1800/yr)

- Valid for one month (one year) from the date of purchase.
- Includes two named adults and up to five named children residing at one address.
- Children under the age of 14 must be accompanied by adult member during all lab visits.
- See Premium Membership lab usage policies above.

Family Membership - \$140/mo (\$1400/yr)

- Valid for one month (one year) from the date of purchase.
- Includes two named adults and up to five named children residing at one address.
- Children under the age of 14 must be accompanied by adult member during all lab visits.
- See Individual Membership lab usage policies above.

Sustaining Membership - \$750+/yr

- Offered for those not wishing to use the Fab Lab but desiring to help with sustainability.
- Special invitations to lab events and activities.

Corporate and Business Membership

- Customized to fit the needs of the business, just ask.

Storage can be rented from STLCFL. The rate for this storage will be posted at the front counter. We have a limited amount of storage area in the lab, and only allow projects or materials to be stored in those areas. Any projects or materials that are found outside of the rented storage area will be placed in the community bin for anyone to use, or disposed of.

Consumables are the responsibility of the individual members. Examples of consumables are: welding rods, welding wire, bits, adhesives, tape, paper, wood, metal, plastic, rubber, hardware, electronic supplies, etc. Anything that will leave the lab with your project or is used up during the creation of your project is a consumable. We will do our best to stock the most used consumables at the front counter for you to purchase.

Members will be charged by the cubic inch for the 3D printer material used on the industrial printers (Makerbot printers excluded). The rate for this usage is posted at the entry counter.

If a member damages a machine either knowingly or negligently, they will be responsible for the repair costs of that machine. Their membership and all accounts will be suspended until the charge for the repairs on the machine is paid in full.

Model Release for Photography and/or Video Imagery

For valuable consideration received, I grant to St. Louis Confluence Fablab (STLCFL) the absolute and irrevocable right and unrestricted permission concerning any photography or video taken of me or in which I may be included with others, to use, reuse, publish, and republish the photographs in whole or in part, individually or in connection with other material, in any and all media now or hereafter known, including the internet, and for any purpose whatsoever, specifically including illustration, promotion, art, editorial, advertising, and trade, without restriction as to alteration; and to use my name in connection with any use if he/she so chooses. I acknowledge that STLCFL will not use, publish, or otherwise distribute the full name of any STLCFL member under 18 years of age. I release and discharge STLCFL from any and all claims and demands that may arise out of or in connection with the use of the photography or video, including without limitation any and all claims for libel or violation of any right of publicity or privacy. This authorization and release shall also inure to the benefit of the heirs, legal representatives, licensees, and assigns of Photographer, as well as the person(s) for whom he/she took the photographs. I am a legally competent adult and have the right to contract in my own name. I have read this document and fully understand its contents. This release shall be binding upon me and my heirs, legal representatives, and assigns.

WAIVER OF LIABILITY AND HOLD HARMLESS AGREEMENT

FOR ACCESS TO AND USE OF:

St. Louis Confluence Fablab

NOTICE: Read this document carefully before signing. It is a waiver of rights and an acknowledgement of your understanding of the rules and regulations for use of the St. Louis Confluence Fablab. It is a legally binding document.

1. In consideration for receiving services, material and permission to use St. Louis Confluence Fablab (hereinafter referred to as STLCFL), related contents, and equipment, I hereby RELEASE, WAIVE, DISCHARGE AND COVENANT NOT TO SUE, STLCFL, The Fab Foundation, The United States Fab lab Network, Lewis and Clark Community College, The State of Illinois, their officers, agents, servants, or employees (hereinafter referred to as RELEASEES) from any and all liability, claims, demands, actions and causes of action whatsoever arising out of or related to any loss, damage, or injury, including death, that may be sustained by me, or any of the property belonging to me, WHETHER CAUSED BY THE NEGLIGENCE OF THE RELEASEES, or otherwise, while participating in such use, or while in, on or upon the premises where the facility use is occurring.
2. I am fully aware of the unusual risks involved and hazards connected with any kind of use of STLCFL, especially the operation of machine tools and related metalworking, woodworking, and small electronics activity, and I hereby elect to voluntarily participate in said activity with full knowledge that said activity may be hazardous to me and my property. I VOLUNTARILY ASSUME FULL RESPONSIBILITY FOR ANY RISKS OF LOSS, PROPERTY DAMAGE OR PERSONAL INJURY, INCLUDING DEATH, which may be sustained by me, or any loss or damage of property owned by me, as a result of being engaged in such activity, WHETHER CAUSED BY THE NEGLIGENCE OF RELEASEES OR OTHERWISE.
3. I further hereby AGREE TO INDEMNIFY AND HOLD HARMLESS the RELEASEES from any loss, liability, damage or costs, including court costs and attorney fees, that they may incur due to my participation in said activity, WHETHER CAUSED BY NEGLIGENCE OF RELEASEES or otherwise.

4. It is my express intent that this Waiver of Liability and Hold Harmless Agreement shall bind the members of my family and spouse, if I am alive, and my heirs, assigns and personal representative, if I am deceased, and shall be deemed as a RELEASE, WAIVER, DISCHARGE AND COVENANT NOT TO USE SUE the above-named RELEASEES. I hereby further agree that this Waiver of Liability and Hold Harmless Agreement shall be construed in accordance with the laws of the State of Illinois.

5. IN SIGNING THIS RELEASE, I ACKNOWLEDGE AND REPRESENT THAT I have read the foregoing Waiver of Liability and Hold Harmless Agreement and the attached Rules of Use for STLCFL, understand both and sign this release voluntarily as my own free act and deed; no oral representations, statements, or inducements, apart from the foregoing written agreement and Rules of Use, have been made; I am at least eighteen (18) years of age and fully competent.

I HEREBY ATTEST THAT I HAVE READ THE ABOVE DOCUMENTS, AND BY SIGNING THE ATTACHED SIGNATURE PAGE AGREE TO ADHERE TO THE PROVISIONS IN AND OF:

- STLCFL Member Agreement, including the International Fab Lab Charter
- Membership Fee Schedule
- Model Release
- Liability Waiver

I ACKNOWLEDGE THAT, IN EXTREME CASES, NONCOMPLIANCE WITH THE POLICIES STATED IN THE AFOREMENTIONED DOCUMENTS MAY RESULT IN TERMINATION OF MY MEMBERSHIP WITHOUT REFUND, AND THAT I MAY NOT BE ALLOWED TO RETURN.

Signature Page

Member Type: (Please use our paypal site to purchase membership)

- Premier Individual Membership - Yearly
- Individual Membership - Yearly
- Premier Family Membership - Yearly
- Family Membership - Yearly
- Student-Staff-Educator-Artist - Yearly

- Premier Individual Membership - Monthly
- Individual Membership - Monthly
- Premier Family Membership - Monthly
- Family Membership - Monthly
- Student-Staff-Educator-Artist - Monthly

For **Individual** membership types, use this signature box

Member Name (Print)

Member Signature

Date

Witness

For **Family*** membership types, use this signature box

Adult Family Member (Print)

Adult Family Member Signature

Adult Family Member (Print)

Adult Family Member Signature

Date

Witness (If Applicable)

Minor Children living at Home

Name

Age

*Adult signatures above are made on behalf of the children listed.

Please provide the following contact information:

Name:

Mailing Address:

City,State,Zip:

Phone:

Email:

Phone:

Email: