

MAKERSPACE RENTAL AGREEMENT

We would like to welcome you to the Make It Up Makerspace!

We are excited you have chosen to join us in our inspiring and creative space. We think you'll find that Make It UP! Makerspace is a wonderful location that can be used to meet a wide variety of activities and inspire your group.

As safety of all community members is a priority, we would like to remind you that by signing this agreement, you are agreeing to take responsibility for any and all persons in attendance at your event.

Please remit payment within 7 days of using the space.

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|----------------|---|
| CASH | Please bring payment to informational session with CAPE Contact |
| Check | Please make check payable to: Community Alliance for Progressive Education If Mailing send to 215 Vivian Street Hancock, MI 49930 |
| CAPE Funding | CAPE Funding |
| Online Payment | https://square.link/u/Pz52d5e0 |

If your group has a need for any tools/equipment/supplies located in the Makerspace, please let us know beforehand so we can work with you to meet your needs. In the event that any tool/equipment is damaged during your rental time, please contact the Point Person assigned to your event and plan to replace it within 15 days of your rental.

These guidelines are for the protection of our visitors. We encourage fun and inspiration Any visitor found not following these guidelines will be asked to leave Keweenaw CAPE/ Make It UP! Makerspace and their access to the space will be terminated, regardless of payment. These rules must be reviewed and signed before event access to Keweenaw CAPE/Make It UP! Makerspace is allowed.

Hancock Community Hub Building Expectations

- No running through the halls/stairways. This is a shared space and we like to maintain respect for the other occupants.
- Do not leave items cluttering the hallways.
- Children must be supervised AT ALL TIMES in all locations

PREPARE

- Safety is your top priority when using the Makerspace. If you are not sure what you are doing, please ASK for assistance!
- Know the locations of all first aid equipment, fire extinguishers, and safety equipment.
- Never use a tool unless you have been trained to use it safely.
- Please ensure that any equipment being used during your event by any attendee has been agreed upon by the Point Person beforehand.
- No **Distracting Behaviors** like running, pushing, shoving, yelling, or fighting while in the Makerspace.
- Wear appropriate clothing for the project being worked on.
- Wear PPE (personal protective equipment) when appropriate.
- Shoes must be worn at all times, especially in the "Work Zone".

TOOL USAGE

- Use tools only as they were designed to be used.
- Never use a broken tool. Report any broken tools or equipment to the Point Person. It is your responsibility to replace/refund Make It UP! Makerspace for any broken or damaged tools during your event.
- Do not remove tools from the Makerspace without expressed permission from the Point Person.

REPORT of INJURIES

- Do not attempt to remove foreign objects from the eye or body.
- If chemicals or airborne particles get in the eye, wash the eye for 15 minutes in an open flow of water before accessing medical treatment.
- Please contact medical professionals, if need be, then report any and all injuries to the attention of the Point Person on duty IMMEDIATELY after tending to the injury.
- An Injury Report must be filled out and submitted to the Point Person for your event.

CLEAN UP

- Clean up when you leave an area, including sweeping or vacuuming the floor.
- Clean and return all tools and equipment to where they belong. If you're unsure of the proper location, please check with the Point Person before leaving.
- Shut off and unplug equipment when cleaning.
- Use a brush, hook, or special tool to remove chips, shavings, etc. from the work area. Never use your hands.
- Keep the floor around equipment clean, dry, and free from trip hazards.
- Mop up spills immediately.
- If you move Chairs or other furniture please put them back in their original place.

EMOTIONAL/BEHAVIORAL SAFETY

- Any harassment (racial/ethnic/sexual/religious) will not be tolerated.
- Please report incidents to Susan Nielsen at keweenawcape@gmail.com.

I have read and understand this document, as well as the entirety of the Make It UP! Makerspace Rental Agreement binder and will do my best to adhere to the expectations set forth by the Make It UP! Makerspace. I understand that not following these protocols may result in the termination of my access to the Make It UP! Makerspace.

Name (Please print): _____

Signature: _____

Date: _____

Point Person: _____

Date: _____

Rental Cost Agreed Upon: _____

Date(s) of Rental Agreed Upon: