Makerspace User declaration

This agreement defines the framework conditions for the use of **Makerspace** in the **Student Project House (SPH)**. Every person (hereinafter referred to as «user») who wants to use the Makerspace and/or its machines and materials must sign this document.

The Makerspace is a workshop for the creation of prototypes and 3D models. All other activities must be performed outside of the Makerspace.

<u>Guiding principles</u>

1. The Makerspace user declaration is valid in addition to the general house rules of ETH Zurich. See: https://rechtssammlung.sp.ethz.ch/Dokumente/214.200.pdf. In addition, the SPH House Rules apply, which are visibly displayed in the rooms.

2. The Makerspace responsible persons are, in particular, the SPH management, the Head of Makerspace, the Makerspace staff, as well as the Makerspace team, which consists of the Makerspace Managers. Any abnormalities (e.g. defective machines/tools etc.) must be reported immediately to the Makerspace Managers present in the Makerspace, via e-mail (makerspace@sph.ethz.ch) or via the chatbot on sph.ethz.ch.

3. Users are obliged to follow the instructions of the SPH management, the Head of Makerspace, the Makerspace staff and the Makerspace Managers. In case of violation, the right to use the Makerspace can be prohibited.

4. If the user does not comply with the Makerspace User Declaration, and uses the Makerspace and its tools/materials for unauthorized, improper or even illegal purposes, or behaves in any way improperly, the SPH management may withdraw that person's right to use the Makerspace

5. The user must comply with the instructions and guidelines issued by the Safety, Health and Environment Division (SGU).

6. The following persons may **become authorized users of the Makerspace:** Students of ETH Zurich and active team members of an SPH project. Users must be at least 18 years old.

7. Access to the Makerspace is denied for persons who are under the influence of drugs and/or other medication.

8. In the Makerspace, work may only be carried out if there are **at least two persons present in the room**.

9. Due to health reasons, pregnant and breastfeeding people are not allowed to access the Makerspace.

10. The user shall use the infrastructure (Makerspace tools and machines) made available to the user by ETH Zurich with all due care and according to the user's declaration. The user is liable for damages caused by gross negligence or deliberate intent. If the user acts grossly negligent or causes deliberate personal injury and in the event that ETH Zurich is prosecuted by third parties, ETH Zurich may take recourse against the user.

11. By signing this document, the user confirms that any accidents and/or damage caused by himself/herself is covered by appropriate insurance.

Use of Makerspace

12. The Makerspace is primarily intended for the production of prototypes for student projects. Projects for commercial purposes or for curricular projects, e.g. Innovation Project at D-MAVT, Bachelor, Semester or Master thesis, architectural models (Raplab), and other research projects (including PhD) may not be produced in the Makerspace.

13. The Makerspace and all its tools may be used by all persons that are described in point 6 and that have received a complete Makerspace introduction.

14. A maximum of 12 persons may use each Makerspace room at the same time. If this limit is exceeded, a first-come, first-serve principle applies. Furthermore, SPH projects have priority.

15. More complex tools/machines require a special introduction before they can be used. These machines can only be switched on via the Legi control system. A Makerspace Manager introduces new users to these tools/machines. The user must login to the machine via the control system before use, and logout when finished using the machine.

16. The instructions that describe the specifics of the machine use and the processing of materials are applied as text and visuals on the machines and on the walls of the Makerspace. These instructions must be observed and complied with.

17. If the user has any doubt about his/her work in the Makerspace, the user must consult a Makerspace Manager.

18. Food may not be stored or consumed in the Makerspace or in the Open Studio area. Drinks are only allowed in tightly closed containers and only in the Open Studio area. Alcohol and drugs are prohibited.

19. The Makerspace tools must not leave the Makerspace.

20. Tools and machines may only be operated for their intended use.

21. The tools and machines must be checked for their proper condition before use. Defects must be reported to the Makerspace team immediately.

22. Damaged tools, equipment and machinery must not be put into operation.

23. Storage of private materials in the Makerspace is prohibited.

24. Work areas must always be kept in perfect condition and must be cleaned before leaving.

25. We reserve the right to charge the user responsible for any cleaning costs incurred.

26. Any materials and unlabeled projects are disposed of by Makerspace staff or Makerspace Managers.

27. The use of highly flammable liquids (e.g. solvents etc.) or toxic materials is prohibited in the Makerspace.

28. The production of any kind of weapon or anything resembling a weapon is strictly forbidden.

29. Costs incurred due to inappropriate behaviour, theft, gross negligence, etc. can be invoiced in the form of an administrative charge.

30. Any deviations from the standard case in the Makerspace are to be communicated directly to the Makerspace staff (makerspace@sph.ethz.ch).

Safety in the Makerspace

31. The personal protective equipment (PPE) provided by the Makerspace must be worn at all times.

32. Wear close-fitting clothing when working on machinery. You may not wear jewelry, or scarves when working in the Makerspace. Long hair must be tied together.

33. Shoes should be flat, without heel and closed.

34. Listening to music over headphones is prohibited in the Makerspace. They do not replace hearing protection.

35. Persons working in the Makerspace must be careful not to endanger themselves or others.

36. The general code of conduct in the Makerspace applies: "Everyone looks after everyone."

37. Exhaust functions must be used where available.

Emergencies

38. **Emergencies** must be reported immediately to the ETH alarm center **(internally: 888, externally +41 44 342 11 88**). The alarm center serves as the first point of contact and is also to be contacted in case of minor problems (small injuries, theft etc.).

Full Name: _____

Zurich, Date: _____

Signature: _____

Legi-Nr:	
NETHZ Username:	
Email:	

By signing this document, the user agrees to fully comply with the points contained therein.