Makerspace Rules & Policies

These rules and policies are subject to change. Changes will become effective immediately upon successful adoption by the Centre for Entrepreneurship.

General Policies
- The Makerspace is open from 8:00am – 15:00pm (Monday – Friday).
- No food or drinks of any kind are permitted in the area of the Makerspace equipment.
- Only members of the University Community with a proper identification are eligible to use the Makerspace. People outside the University Community may use the makerspace only accompanied by a member of C4E or by written authorization by the Makerspace Supervisor.
- If you are having trouble with the equipment, please contact the Makerspace Tech Desk (at 22 895110).
- Users must provide their own external storage devices.
- The Centre for Entrepreneurship is not responsible for damage to personal computers, nor for the loss of data or information, nor for liability that occurs from the use of the Makerspace's internet connection, software, or hardware.
- The Centre for Entrepreneurship is not responsible for anything left behind in the Makerspace after you use it.
- Be respectful to other users and the next person coming to use the Makerspace!

Computer Use Policies
Computer users agree to:
- Be courteous to other Makerspace users.
- Comply with all rules, procedures, and restrictions developed by the University of Cyprus on the Acceptable Use of Computer Lab.
- Accept responsibility for the security of the information they give on the web, such as personal information and credit card numbers. Respect copyright laws and licensing agreements.

Computer users agree **NOT** to:
- Use the Makerspace's computers for illegal activities, advertising, lobbying, or commercial purposes.
- Modify any hardware or software on the Makerspace computers.

Fines and Fees for Equipment
- If any item in the Makerspace is found to be in a permanently unusable or damaged condition after a user has finished using the Makerspace, he/she will be subject to a charge that includes the price of replacing the item.
- If any item in the Makerspace goes missing or is stolen during the period when a user is using the Makerspace, he/she will be subject to a charge that includes the price of replacing the item.

User Agreement
- First time users must read the Makerspace Policies and Procedures and sign the agreement form stating that they will comply with the rules and they are financially responsible for any misuse or damage to Makerspace equipment.
- Violation of the rules, responsibilities, and agreements set forth in these policies, may result in disciplinary action.

Digital Fabrication Equipment Terms of Use
- All digital fabrication equipment and products are provided by the Centre for Entrepreneurship on an "as is" basis without warranties or representations of any sort, expressed or implied, including, but not limited to, warranties of merchantability or fitness for any particular purpose.
- The Centre for Entrepreneurship cannot guarantee confidentiality of designs or specific delivery times.
- Digital fabrication equipment can be used only for lawful purposes. No one will be permitted to use digital fabrication equipment to create material that is:
    - Prohibited by law.
    - Unsafe, harmful, dangerous or poses an immediate threat to the well-being of others. (Such use may violate the terms of use of the manufacturer.)
    - In violation of another's intellectual property rights. For example, using equipment to replicate someone else's designs or articles of manufacture may infringe the copyright or patent in those materials.

- The Centre for Entrepreneurship reserves the right to refuse any requests to use its digital fabrication equipment. Users agree to abide by the policies and procedures listed above.

Laboratory Equipment and Hard Tools
- Laboratory Equipment and Hard Tools must remain within the makerspace when in use.
- Makerspace staff can provide information on which tools are suited for various tasks.
- For any tool that creates debris (files, drill, etc.) use of safety glasses is required.
- For use of any tool with sharp, exposed edges or for working with material with sharp, exposed edges, use of gloves is required.
- Safety glasses and gloves are located in the tool cabinets
- Users are responsible for putting tools away after use.

3D Printers
- Makerspace users must complete a printer use training prior to operating the machines.
- 3D printers feature belt driven moving parts as well as extremely hot surfaces.
- Keep hands, loose clothing and jewelry clear of the machines when in operation.
- Do not operate the machine when it is printing someone else's object.

<u>Housekeeping:</u>
The work and surrounding area in which you are working must be kept neat, clean and safe at all times. If you see a mess, spilled liquid or debris, whether you created it or not, take the time to clean it up.

<u>General Information:</u>
The Makerspace is an open access resource for the sharing of tools and knowledge. That being said, anything created in the space must comply with the Makerspace's policies.

Prohibited items (weapons, inappropriate images/object etc.) may not be built within the space.

Please proceed with booking the makerspace room and the equipment here: http://dev.c4e.org.cy/en/activities/makerspace and return the completed form to c4e@ucy.ac.cy or to a C4E staff member (22 89 5110).

Direct any and all questions/requests for information to your friendly Makerspace & C4E Staff members.

Makerspace Location: Room 105 XOD 02, C4E, University of Cyprus

University of Cyprus – Centre for Entrepreneurship Makerspace

Rules and Policies

I have read, understand and been given a copy of University of Cyprus "Makerspace Rules, Policies and Safety Guidelines". I pledge to only conduct work according to the safe policy and procedures outlined within the contents of the Makerspace Rules, Policies and Safety Guidelines. I understand that failure to follow policy and procedures outlined within the Makerspace Rules, Policies and Safety Guidelines document may result in immediate expulsion and possibly permanent revocation of privileges to work in the makerspace. In addition, other disciplinary action may be brought by the Centre for Entrepreneurship and/or University management for failure to follow this policy and procedure.

Signature:_____ (authorized makerspace user)

Full Name: _____

Date:_____

Status (circle one): Student/Alumni/Faculty/Staff/Visitor

Student ID#:_____

e-mail:_____

Signature:_____ (authorized Makerspace supervisor)

Full Name:_____

Date:_____

Equipment Bookings

Please indicate in the categories below the equipment you would like to book:
• Laboratory Equipment and Hard Tools:
• Software:
• Audiovisual Equipment:
• Robotics and Drones:
• Virtual Reality:
• 3D Printers and Scanners:
• Sensors and modules:
• Raspberry Pi:
• Arduino: