

## Welcome to The Hive! Certified Maker Agreement



### What is a Certified Maker?

A Certified Maker is a Waterloo Public Library cardholder (age 18+) certified to work independently in The Hive.

Becoming a Certified Maker allows you access to The Hive to create and do projects without assistance on your own time. While the library may offer occasional workshops, Makers understand that library staff will not be available to set up machines, help with projects, or troubleshoot while using the Hive.

### Rules

Makers may not use The Hive for commercial business purposes, nor can Makers charge others to use or learn in the space. Makers may only use the computers in The Hive for their intended purpose, i.e., learning, designing, and creating.

### Safety

Report any injuries or accidents to library staff immediately. Library staff will fill out an accident report form. A first aid kit is available. In the event of a fire or other emergency, notify library staff immediately. Surveillance cameras and security software monitor the Hive. Report any unusual activity to staff.

### Beverages and Food

Makers may consume non-alcoholic beverages from lidded containers. Makers may consume pre-packaged snacks or other convenience food except at computer stations and around library equipment. Makers are expected to “leave no trace” of food or beverages by removing crumbs, wiping off sticky surfaces, cleaning up after themselves, and properly disposing of trash.

### Children in the Hive

Children may use The Hive under the supervision of their Certified Maker caregiver. Makers understand that if they bring children, they must supervise them at all times due to the nature of the tools and equipment in The Hive. Makers are solely responsible for the actions of their children.

## **Maker Responsibilities**

Certified Makers must follow the rules, procedures, and safety measures of The Hive at all times. Failure to do so may result in the loss of Certified Maker privileges. Makers must be respectful of each other. The library's Behavior Policy applies in The Hive. Makers should report disruptive behavior to library staff immediately. Disruptive behavior may result in the loss of Certified Maker privileges.

It is the Maker's responsibility to understand how to use the equipment and tools in The Hive. Staff will not be available for assistance or help. If a Maker discovers that equipment is damaged, inoperable, or not working properly, they must report it when they leave The Hive.

## **Guests**

Certified Makers may bring guests to The Hive with the understanding that the Certified Maker takes full legal and financial responsibility for any damage or theft of equipment, liabilities, and/or injuries that may occur. Alternatively, a Certified Maker may choose to have their guests sign a Guest Waiver to allow them to undertake responsibility in using The Hive. Guests are encouraged to become Certified Makers.

## **Using the Hive**

Certified Makers understand that The Hive is a shared makerspace. Therefore, other Certified Makers may be present. Certified Makers may use the Hive on a first-come, first-served drop-in basis as long as there are no existing group Hive reservations. If a Certified Maker wishes to reserve the whole Hive for their organization or group, they may request it through the library's website.

Certified Makers are welcome to use The Hive without checking in at the Reference Desk. Certified Makers wishing to use The Hive Tech Room must check in with the Reference Desk. Library staff will verify their Certified Maker status and unlock the room for them.

When finished using The Hive, Makers should clean their work area and return items to their original locations. The Maker should report any issues encountered in The Hive, especially any damaged, inoperable, or malfunctioning equipment. The Maker may be held liable for costs related to replacing damaged or stolen equipment or tools due to use from the Maker and/or their guests. Prior to leaving, the Maker should pay for the consumables on their Hive Tab if applicable and report anything unusual to a staff person.

**The Hive Maker Waiver**

I, \_\_\_\_\_ (print name), have read The Hive Certified Maker Agreement in its entirety and agree to follow its terms and conditions.

I do hereby for myself, on behalf of my heirs, successors, and assigns, in consideration of being permitted to use tools and equipment, waive any and all claims against, and agree to release and indemnify and hold harmless and defend the Waterloo Public Library and the City of Waterloo, their offices, agents, volunteers, guest instructors, Board of Trustees and employees for any personal injury, illness, death, or liability to myself or those in my care resulting from or arising out of the carelessness, recklessness, negligence and/or fault of the Waterloo Public Library and the City of Waterloo, their offices, agents, volunteers, guest instructors, Board of Trustees and employees resulting from my use of or attendance in The Hive as well as from any and all liability, loss, claims, and demands, actions, or cause of action for the death or injury to any persons and for any property damage suffered or incurred by any person which arises or may arise or be occasioned in any way from myself or possession of tools, technology, equipment or supplies I or those in my care are using in The Hive at Waterloo Public Library.

Any available insurance of the undersigned shall be primary, and the Waterloo Public Library and/or the City of Waterloo be Non-Contributory.

I have read this release, have no questions about its meaning, and voluntarily accept its terms by signing my name below. I understand that as needs change for The Hive, policies may be updated. Therefore, my signature denotes that I understand that it is my responsibility to keep abreast of policy changes and follow them in accordance with using The Hive.

Signature \_\_\_\_\_

Date \_\_\_\_\_