

# Shire of Dardanup Mick Bennett Make-It Space Terms of Use

These terms of use allow us to maintain a safe and fair environment for all members.

## ***1. Membership***

### **1.1. To use this space you must register as a library member and provide ID.**

- To use the MBMIS, you must register as a library member and provide valid identification.
- Your membership grants you access to the MBMIS and its resources, subject to these Terms of Use and any MBMIS policies.

## ***2. Equipment Booking***

- All equipment in the space has a colour rating (green, amber and red). Once you are a member, you're able to use desk space and book equipment with a green rating.
- You may only operate red and amber equipment once you have completed and keep up to date with inductions and safety procedures for that piece of equipment.
- The supervisor on duty has the right to cancel your booked time if you are not operating the equipment within the safe operating procedures or if the supervisor feels there are risks involved
- You must be considerate of other users of the Space. You acknowledge that the Space may be full, and that specific items of Equipment may be being used by others. You have no right of access to the Space or to any Equipment (other than bookable Equipment) at any particular time. You must fit in with others.

## ***3. Risks***

- You accept that some equipment is inherently hazardous or maybe operated in a dangerous manner.
- You acknowledge that some Equipment requires specific training, and that you may not use that Equipment until you have completed any training required by the Make-It Space.

#### **4. Safety**

- You may only use the Equipment in a safe manner and according to the Safe Operating Procedures (SOP) and any specific directions of MIS Staff.
- You may not tamper or modify any Equipment and may not remove any machine guards or safety equipment.
- You must read and follow all signs and safety information relating to the Space and Equipment.
- You must always wear flat enclosed footwear in the Space, and at all times use all Personal Protection Equipment (PPE) required by The Shire of Dardanup for entry into the Space and for each item of Equipment (e.g. gloves, goggles, hearing protection). During hazardous Equipment use, you must not wear loose clothing, jewellery, unsecured long hair, or items which may create hazards.
- You may be required to leave the Space if you do not follow The Shire of Dardanup Staff directions about any aspect of safety.
- You must not use Equipment improperly, or abuse or willfully damage it or the Space in any way. If The Shire of Dardanup staff asks you to cease using any equipment, you must do so immediately.
- To the maximum extent permitted by law, The Shire of Dardanup excludes or limits all liability, including for negligence and loss or damage to your person or property, and you release The Shire of Dardanup, and its staff and contractors, from claims caused by your breach of these terms or any improper use of the Space or the Equipment.

#### **4. Responsible Conduct**

- You must keep the Space orderly and neat and must clean and tidy any Equipment or part of the Space after use.
- You may not act in a way that The Shire of Dardanup considers offensive, objectionable, abusive or disruptive.
- You may not use the Space for an illegal, unsafe or objectionable purpose, or create any items which are illegal, offensive, objectionable or dangerous.
- You must not be under the influence of any substances at any time in the Space or while operating Equipment which may adversely affect you, including alcohol, medication or any illegal substances. Seek advice from medical professionals to determine whether prescription drugs interfere with operational requirements of

Equipment. You must not bring any alcohol or illegal substances or items into the Space.

- If you are using the Space, you acknowledge that any intellectual property rights you might create are your own and you must manage their protection yourself. The Shire of Dardanup takes no responsibility for intellectual property protection. You must not use the Space or the Equipment in any way that infringes the rights of any other person, including any intellectual property rights.

### ***5. Storage & Personal Belongings***

- You must secure your own belongings. The Shire of Dardanup is not liable for any loss, theft or damage to your belongings, or for any items that you might bring to or create in the Space.
- You consent to The Shire of Dardanup removing or disposing of any items that are not labelled adequately, do not have prior approval to be stored, or which The Shire of Dardanup reasonably considers having been abandoned.
- You may bring low-risk personal equipment such as hand tools, 3D printers, laptops, or computers into the MBMIS for personal use only. You are not permitted to allow other members or guests to use any personal equipment you bring into the space.
  - You must check in any personal equipment with the MBMIS supervisor upon arrival. The Shire of Dardanup takes no responsibility for any damage to or caused by your personal equipment while in the space. You acknowledge that you are solely responsible for the use, security, and safety of any personal equipment you bring into the MBMIS.

### ***6. Activities in the space***

- You must secure your own belongings. The Shire of Dardanup is not liable for any loss, theft or damage to your belongings, or for any items that you might bring to or create in the Space.
- If you are using the Space you acknowledge that any intellectual property rights you might create are your own and you must manage their protection yourself. The Shire of Dardanup takes no responsibility for intellectual property protection. You must

not use the Space or the Equipment in any way that infringes the rights of any other person, including any intellectual property rights.

- You acknowledge that any activities or creations you might undertake in the Space do not necessarily represent the views of The Shire of Dardanup.
- The Shire of Dardanup films, records and photographs activities and events at The Mick Bennet Make-It Space for use in marketing and communications. If you do not wish to be filmed, recorded or photographed you must advise MBMIS staff upon your arrival.

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- If you are using the Space you acknowledge that any intellectual property rights you might create are your own and you must manage their protection yourself. The Shire of Dardanup takes no responsibility

## ***7. Breach of Policies***

- The Shire of Dardanup will require you to leave the Space or withdraw your entry into the Space at any time if you breach any policies, including if you breach these terms, and if so, you must comply promptly.