

The Okanagan Regional Library (ORL) uses this form to provide a release and waiver of ORL to the greatest amount allowed under relevant law.

Makers between 14 and 19 years old must get approval from their legal guardian.

|                                     |               |
|-------------------------------------|---------------|
| Name:                               | Library Card: |
| Email:                              | Phone:        |
| Parent/Guardian Name (if under 19): |               |
| Phone:                              | Library Card: |

|                |
|----------------|
| Staff Use Only |
| Last Name      |
| First Name     |

**Care and Attention**

I agree to accept and follow any ORL guidelines and instruction from ORL staff or program leaders. I will use care and attention while using ORL maker equipment.

**Risks of Injury/Damages**

Makerspaces may result in risk of property damage or personal injury or harm.

I agree to release the ORL, including its employees or volunteers, from any liability for any property damage or personal injury arising from the use of ORL Makerspaces.

This includes but is not limited to events arising from the carelessness, negligence, and/or fault of the ORL including from unsafe or faulty property controlled by the ORL.

**Correct Information**

The information I have provided is current, true, and correct and I allow the ORL to confirm it, if needed.

I confirm that I have read this document and I understand its content.

I have read and agree to comply with ORL policies and Makerspace guidelines (see reverse).

I have read and understand the responsibilities listed above. By signing this form, I agree to abide by ORL Policies and Makerspace Guidelines:

|               |       |
|---------------|-------|
| Signature:    | Date: |
| Printed Name: |       |

*Any Maker under nineteen (19) years of age must also obtain the following consent and release before using an ORL Makerspace.*

I, \_\_\_\_\_(print name), am the parent/guardian of \_\_\_\_\_(print name). I consent to this and state that I have read the above release, have no questions about its meaning and voluntarily accept the terms of this release by signing my name below.

|                            |       |
|----------------------------|-------|
| Parent/Guardian Signature: | Date: |
|----------------------------|-------|

## Makerspace Guidelines

Makerspace equipment can be booked by individuals who meet and agree to the following:

- Users must have an ORL card in good standing (Access card and BC One Card are also accepted).
- Users must complete and sign the Accident Waiver & Release of Liability form.
- Users under 14 must be accompanied at all times by a parent or guardian who is a Makerspace user.
- Users between 14 and 18 must have their legal guardian sign their Accident Waiver & Release of Liability form.
- Guests of users who enter the makerspace must also complete and sign a valid Accident Waiver & Release of Liability form.
- Users must complete an orientation. Some equipment require certifications.
- Users must adhere to the following Okanagan Regional Library documents, found online at [orl.bc.ca/makerspaces](http://orl.bc.ca/makerspaces) or printed at our makerspace locations:
  - [Internet Policy](#) (pg. 41)
  - [Rules of Conduct](#) (pg. 48)
  - [Maker Responsibilities](#)
  - [Makerspace Safety Guide](#)
  - [Intellectual Property Guidelines](#)
- Contact each Makerspace for reservations details. If no reservations are made; tools and equipment may be available on a first come/first served basis.
- Library staff are available for limited assistance. Users who need extra help are encouraged to book an appointment or take a class.
- Users who damage or misuse equipment will be charged a repair or replacement cost.
- Any materials used in ORL Makerspaces must be pre-approved by ORL staff.
- Users must save their work on an external memory device. It is the user's responsibility to remove any of their files from library equipment. Please note: once our computers restart, all work is lost.
- Users must not leave their project unattended. It is their responsibility that the equipment is operating as intended and to report equipment errors to staff.
- No food or drinks of any kind are permitted.
- Makerspace computers are reserved for digital media projects and are not available for general computer use.
- Locations may limit the number of people in a makerspace or recording studio.
- The makerspaces may be used for lawful purposes only and cannot be used to create content that is:
  - Prohibited by provincial or federal law.
  - Unsafe, harmful, dangerous, or poses an immediate threat to the well-being of others.
  - Obscene or otherwise inappropriate for the Library environment.
  - In violation of another's intellectual property rights.
- ORL reserves the right to refuse any request for use of equipment in ORL Makerspaces.
- ORL is not liable for any damaged material or media belonging to people using the ORL Makerspace equipment or facilities.
- These guidelines are subject to change without notice.