

MAKERSPACE

Accident Waiver & Release of Liability

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 18 years old must get approval from their legal guardian.

(Laser Cutter exception – must be 19)

Name (please print): _____

Home Branch: _____ Library Card: _____

Phone: _____ Email: _____

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.

Information

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

Privacy Statement

Your personal information will be collected for the purpose of completing the Accident Waiver & Release of Liability Waiver for Okanagan Regional Library Makerspaces to ensure safety measures are adhered to while using ORL Makerspaces.

If you have any questions about the collection of this personal information, please contact the Privacy Officer at privacy@orl.bc.ca.

This information is being collected by the Okanagan Regional Library under [Freedom of Information and Protection of Privacy Act](#) s. 26(a),(d) & (e).

I confirm that I have read this document and understand the risks and responsibilities listed.

By signing this form, I agree to abide by ORL Policies and Makerspace Guidelines (see next page).

Signature: _____ Date: _____

**We retain the authority to request a review and re-signing of this agreement at our discretion.*

Staff Use Only
Last Name

First Name

Makers Under Nineteen (19) years of age

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's Name (if under 19): _____

Signature: _____ Date: _____

Phone: _____ Email: _____

Library Card: _____

Makerspace Guidelines

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

User Guidelines

- Must have an ORL card in good standing (Access card and BC One Card are also accepted).
- 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. (Exception: Laser Cutter users under 19 require a parent or guardian)
- Users 14-18 years old 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.

Behaviour Guidelines

- Users must adhere to the following Okanagan Regional Library documents, found online at orl.bc.ca/makerspaces or printed at our Makerspace locations:
 - [Internet Policy](#) (pg. 41)
 - [Makerspace Safety Guide](#)
 - [Rules of Conduct](#) (pg. 48)
 - [Intellectual Property Guidelines](#)
 - [Maker Responsibilities](#)
- No food or drinks of any kind are permitted.
- Users who damage or misuse equipment will be charged a repair or replacement cost.
- 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.

Equipment and Space Guidelines

- Users must complete an orientation. Some equipment requires certification.
- Library staff are available for limited assistance. Users who need extra help are encouraged to book an appointment or take a class.
- Any materials used in ORL Makerspaces must be pre-approved by ORL staff.
- Makerspace computers are reserved for digital media projects and are not available for general computer use.

- Locations may limit the number of people in an ORL Makerspace or recording studio.
- Contact each Makerspace for reservations details. If no reservations are made, tools and equipment may be available on a first come/first serve basis.

Legal Guidelines

- ORL 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.
- This Accident Waiver & Release of Liability form is valid until the end of the year signed.

Certifications

(to be completed by ORL staff):

	Date	ORL Staff Initials
3D Printer (Makerbot)	_____	_____
3D Printer (Prusa)	_____	_____
Cricut Maker	_____	_____
Heat Press	_____	_____
Laser Cutter (Glowforge)	_____	_____
Recording Studio	_____	_____
Vinyl Cutter	_____	_____
Other: _____	_____	_____

Please speak to an ORL employee at your Makerspace branch with any questions.

Share your Skills and Passions!

How did you hear about the Makerspace?

What would you most like to learn or make in the Makerspace?

Interested in helping with classes or programs in the Makerspace? (*circle one*)

Yes Maybe Not yet

If so, on what projects or topics?