

## MAKE+THINK+CODE: LAB POLICIES AND TERMS OF USE

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**PLEASE MAKE SURE TO OBSERVE THE FOLLOWING POLICIES IN THE LAB OR AT ANY SPACE/EVENT HOSTED BY MAKE+THINK+CODE. USERS WHO VIOLATE ANY PART OF THIS POLICY MAY BE DENIED ACCESS TO THE MAKE+THINK+CODE LAB, WORKSHOPS, AND EVENTS. THIS IS AN EVOLVING DOCUMENT. THE CURRENT VERSION WILL BE POSTED IN THE LAB AND ON THE WEBSITE.**

- + MEMBERS OF THE PNCA COMMUNITY AND PARTNERS OF MAKE+THINK+CODE HAVE ACCESS TO THE MAKE+THINK+CODE LAB DURING STAFFED HOURS AND MAY RESERVE TIME ON EQUIPMENT.
- + YOU ARE EXPECTED TO FOLLOW AND OBSERVE THE MAKE+THINK+CODE CODE OF CONDUCT AT ALL TIMES.
- + PLEASE USE YOUR PNCA/M+T+C ID TO ACCESS THE ROOMS. COME BY THE LAB AND SIGN UP TO HAVE YOUR ID ACTIVATED.
- + **THE DOOR MUST BE KEPT CLOSED AND LOCKED AT ALL TIMES. THE DOOR MUST NOT BE PROPPED OPEN AT ANY TIME.**
- + **SAFETY:** PLEASE USE EQUIPMENT/TECHNOLOGY IN A SAFE MANNER. USE THE EQUIPMENT GENTLY AND SEEK ASSISTANCE FOR ANY EXPERIMENTAL PROCESSES. PLEASE DO NOT USE THE EQUIPMENT IN ANY MANNER THAT WOULD DAMAGE THE EQUIPMENT OR COMPROMISE THE SAFETY OF THE SPACE OR ANYBODY USING IT. FOLLOW ALL SAFETY INSTRUCTIONS AND RULES POSTED IN THE LAB.
- + **IF SOMETHING BREAKS/GOES WRONG, TAKE A PICTURE WITH YOUR PHONE IF POSSIBLE AND EMAIL [MTC@PNCA.EDU](mailto:MTC@PNCA.EDU) AND [HELPTICKET@PNCA.EDU](mailto:HELPTICKET@PNCA.EDU), UNPLUG THE DEVICE, AND LEAVE A NOTE. PLEASE TRY TO FIX IT (OR FIND SOMEBODY WHO CAN).**
- + **YOU MAY NOT MODIFY, DAMAGE, DESTROY, APPROPRIATE ANY TECHNOLOGY, EQUIPMENT, FURNITURE OR INFRASTRUCTURE, YOU MAY NOT REMOVE ANY OF THESE FROM THE ROOM WITHOUT FOLLOWING APPROPRIATE PROCESS AND GETTING WRITTEN PERMISSION FROM THE EXECUTIVE DIRECTOR OF MTC).**
- + **THIS IS AN EDUCATIONAL AND RESEARCH LAB.** PLEASE BE WILLING TO HELP OTHERS IF THEY HAVE QUESTIONS ABOUT THE TECHNOLOGY/EQUIPMENT. INFORMAL/PEER LEARNING, MENTORING AND COLLABORATION IS AN IMPORTANT PART OF OUR CULTURE.
- + IF YOU WOULD LIKE HELP WITH A PARTICULAR PROJECT, PLEASE EMAIL [MTC@PNCA.EDU](mailto:MTC@PNCA.EDU). WE WILL DIRECT YOU TO APPROPRIATE RESOURCES AND WORKSHOPS.
- + **RESPECT OUR COMMUNITY:** PLEASE BE RESPECTFUL OF OTHERS IN THE SPACE AND SHARE THE TECHNOLOGY/SPACE. MAKE SURE TO READ AND FOLLOW OUR CODE OF CONDUCT.



- + **RESPECT OUR RESOURCES** — LIMIT USE SO AS NOT TO CONSUME AN UNREASONABLE AMOUNT OF RESOURCES OR TO INTERFERE UNREASONABLY WITH THE ACTIVITY OF OTHER USERS.
- + **RESPECT OUR RESOURCES** — DO NOT REMOVE ANY TECHNOLOGY FROM THE LAB.
- + **COMMERCIAL/PUBLICITY USE** — THIS IS PRIMARILY A LAB MEANT FOR EDUCATION AND RESEARCH PURPOSES. IF YOU PLAN ON USING THE LAB FOR COMMERCIAL WORK/PUBLICITY/SIGNAGE, PLEASE CONTACT [MTC@PNCA.EDU](mailto:MTC@PNCA.EDU) WITH YOUR PROJECT FIRST. PLEASE MAKE SURE YOUR USE IS MINIMAL (THIS IS NOT A MANUFACTURING LAB) AND REIMBURSE US FOR MATERIALS AND TECHNOLOGY USED FOR COMMERCIAL PURPOSES.
- + WE HAVE A RESERVATION SYSTEM FOR THE HIGH-USE OR TIME-INTENSIVE EQUIPMENT. PLEASE LIMIT YOUR USAGE TO ANY PARTICULAR TYPE OF TECHNOLOGY TO A REASONABLE AMOUNT OF TIME. IF YOU NEED MORE TIME ON A MACHINE, PLEASE TALK WITH A STAFF MEMBER [MTC@PNCA.EDU](mailto:MTC@PNCA.EDU).
- + **GUESTS MAY NOT BE IN THE ROOM UNATTENDED.**
- + **FOOD AND DRINK: DO NOT BRING UNCOVERED LIQUIDS OR LIQUIDY OR CRUMBLY FOOD/SNACKS IN THE LAB.** YOU MAY HAVE A COVERED (TIGHTLY SEALED) BEVERAGE WITH YOU OR SOME NON-MESSY FOOD BUT NOT NEAR ANY OF THE TECHNOLOGY/EQUIPMENT.
- + PLEASE **CLEAN UP YOUR WORK AREA** WHEN YOU LEAVE. REMOVE/CLEAN UP ANY TRASH, SPILLS, OR DEBRIS THAT YOU GENERATED. CLEAN UP SURFACES AND EQUIPMENT THAT YOU USE. ORGANIZE AND PUT AWAY TOOLS/TECHNOLOGY IN ITS PROPER STORAGE SPACE.
- + PNCA/MAKE+THINK+CODE MAY RECORD PARTICIPATION AND APPEARANCE IN THE FACILITIES FOR USE IN ANY FORM FOR EDUCATIONAL OR PROMOTIONAL PURPOSE. YOU AUTHORIZE SUCH RECORDING AND RELEASE THE COLLEGE TO USE MATERIAL ASSOCIATED WITH YOUR ACTIVITIES IN THE LAB WITHOUT RESTRICTIONS OR LIMITATIONS FOR ANY EDUCATIONAL OR PROMOTIONAL PURPOSE.
- + FOR SAFETY REASONS, PETS ARE NOT ALLOWED IN THE LAB. SERVICE ANIMALS MUST BE LEASHED AND BY THEIR PERSON AT ALL TIMES.
- + PLEASE DO NOT LEAVE PERSONAL ITEMS UNATTENDED. ITEMS LEFT UNATTENDED FOR MORE THAN 24 HRS MAY BE REMOVED FROM THE LAB AND DISCARDED BY THE STAFF. IF YOU NEED TO STORE A PROJECT, PLEASE CONSULT A STAFF MEMBER.
- + YOU MAY NOT VIOLATE THE PRIVACY OR SAFETY OF MTC MEMBERS BY GATHERING ANY DATA RELATED TO THE MTC SPACE AND TECHNOLOGY.
- + IF YOU ARE THE LAST PERSON TO LEAVE, TURN OFF ALL LIGHTS AND CLOSE ALL WINDOWS. MAKE SURE ALL THE DOORS ARE LOCKED SHUT.

