

Entrepreneur Center Membership Packet

Unleash innovation.

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MISSION

The West Virginia University at Parkersburg Entrepreneur Center provides public access to tools and training in a creative and fun environment for the purposes of creative expression, exploration, and skill advancement. The tools currently available are: 3D printers, laser cutter and engraver, CNC milling machine, vinyl plotter, metal lathe, and their appropriate creative software such as Autodesk Fusion 360, Inkscape, Easel, RetinaEngrave, etc.

The WVU Parkersburg Entrepreneur Center utilizes the membership model where Membership Fees support equipment upkeep, new and exciting technology, staffing, and training.

SAFETY & SECURITY

The WVU Parkersburg Entrepreneur Center and affiliates encourage creative and innovative making; the foundation of which is safe equipment practices and space usage. There will be required machine-specific safety courses before operation. Upon completion of the introduction and safety course(s), you will have the knowledge to explore your creativity as you wish.

Completion of equipment training does not grant the Member credentials to train peers or other members. WVU Parkersburg Entrepreneur Center staff is available to help as needed.

Members should understand the limitations of the equipment, materials, their own ability, and scope of the project before undertaking any project at the WVU Parkersburg Entrepreneur Center.

To ensure a safe and positive environment, *BE AWARE OF THESE BASIC RULES:*

- Food or drink should be away from equipment and working space.
- NO WEAPONS of any kind are permitted at the WVU Parkersburg Entrepreneur Center or on the WVU Parkersburg campus.
- NO DRUGS OR ALCOHOL are permitted, nor will using the WVU Parkersburg Entrepreneur Center and its assets, while under the influence of drugs or alcohol, be permitted.
- Members age 14 and under will need to be accompanied by a legal guardian or adult as designated during the application process while at the WVU Parkersburg Entrepreneur Center.
*The Legal Guardian or accompanying adult is responsible for the actions and safety of the child.
- Liability forms must be signed by all patrons.

Any intentional or unintentional disregard to the WVU Parkersburg Entrepreneur Center policies, guidelines, or staff requests is subject to revocation of membership or access to the workspace, tools, and other assets.

GUEST POLICY

Guests are permitted but must sign in with a Member. Members assume full responsibility for guests. **Guests are not permitted to operate equipment.**

EMERGENCY PROCEDURE

The WVU Parkersburg Entrepreneur Center has a phone located on the wall of the Makerspace. If you or another person is injured and require immediate assistance, **dial 911**.

The rules and procedures above should not be interpreted as an exhaustive list of regulations, rather a basic code to which all Members will adhere. Machine-specific and updated policies will be posted or conveyed by WVU Parkersburg Entrepreneur Center staff.

WVU Parkersburg Entrepreneur Center Rules and Usage Policy

USER REQUIREMENTS

Each user acknowledges that use of the space, its tools, and storage is a benefit contingent upon compliance to the letter and spirit of the following rules and procedures.

- Signature of a Release Form.
- All users must have fees paid and have completed the appropriate training for the equipment they wish to use and agree to follow the rules for each piece of equipment.
- Minors age 14 and under must be accompanied by an adult.
- All users must sign in with the WVU Parkersburg Entrepreneur Center Coordinator.
- All users will log their machine usage.
- All other equipment used (hand tools, etc.) must be logged in and out and returned to their proper place.
- All users must clean debris from all equipment used prior to leaving.
- All users agree to ask the WVU Parkersburg Entrepreneur Center Coordinator for clarification on procedures, safety, etc. (We are here to help!)
- Supervision of tool usage by WVU Parkersburg Entrepreneur Center Staff does not constitute as knowledge or acknowledgment of any unapparent final use of the tools or materials created by them, and the WVU Parkersburg Entrepreneur Center specifically disclaims any knowledge thereof.
- Smoking in any area of the WVU Parkersburg Entrepreneur Center is prohibited.
- Theft of any kind will not be tolerated. The WVU Parkersburg Entrepreneur Center is monitored by security cameras, and all tool and material usage must be logged. Inventories of equipment and supplies will be taken continuously, alerting the WVU Parkersburg Entrepreneur Center Coordinator of when theft has occurred.

SHOP RULES

- Equipment can be reserved, at most, one week in advance. We reserve the right to limit reservations and set time limits based on demand. Our goal is to make the equipment equally available to all users and to ensure that everyone has reasonable access to the tools.
- Wear eye, ear and/or lung protection at the machines that require it as part of their safety procedures.
- Tie up long hair and any loose clothing before operating machines.
- Clean up the area and put away tools when not in use.

SHOP RULES CONT.

- No food or drink is allowed in the shop area.
- Safety is the most important job in the shop environment. Please keep this in mind at all times, and look around you to make sure others are operating in a safe manner.
- Do not hurry, and do not rush speeds and feeds. You will end up damaging your person, project and possibly the tools and machine itself.
- Listen to the machine; if something does not sound right, turn the machine off.
- Only authorized materials may be used on the machines. During training, you will be provided a list of approved materials for each machine. If there is a material you would like to use not on the list, consult with the WVU Parkersburg Entrepreneur Center Coordinator who will determine if this request can be approved.
- No music earbuds or headphones allowed for safety reasons.
- Use gloves with hot parts or tools (never with spinning tooling).
- Close-toed shoes must be worn in the WVU Parkersburg Entrepreneur Center.
- Any equipment damaged or found to be defective must not be used, and must be reported to the WVU Parkersburg Entrepreneur Center Coordinator.
- All injuries, no matter how minor, must immediately be reported to the WVU Parkersburg Entrepreneur Center Coordinator.
- All chemical spills, no matter what the material or how minor, must immediately be reported to the WVU Parkersburg Entrepreneur Center Coordinator.
- Return all tools to their proper locations and condition when not in use.
- The WVU Parkersburg Entrepreneur Center does not supply materials, other than 3D printing filament. The WVU Parkersburg Entrepreneur Center Coordinator can help you source materials locally and online that you may want to use.
- Non-service animals are prohibited.
- Any individual that exhibits a pattern of safety or procedure violations will be banned from use of the facility, and their current monthly fee will not be refunded.
- The WVU Parkersburg Entrepreneur Center is not responsible for any items or files lost or left behind by users.

COMPUTER USAGE RULES

- Computers located in the WVU Parkersburg Entrepreneur Center are only to be used to control the equipment in the center. No social media or non-authorized usage is allowed.
- If you require extended use of a computer for any learning-based activities (such as tutorials, research, etc.), please see the WVU Parkersburg Entrepreneur Center Coordinator who should be able to provide you with additional access.
- WVU Parkersburg Entrepreneur Center users have access to WVU Parkersburg's WIFI network. Usage is limited to legal, appropriate activity only. We reserve the right to control bandwidth and other usages we deem to be inappropriate.

OTHER

Users will refrain from using the tools for any purpose that violates local, state or federal law. The WVU Parkersburg Entrepreneur Center reserves the right to reject any potential project or print job. Examples of unlawful or potentially rejected jobs include but are not limited to: projects that portray, include, or describe sexual matters, prejudice, race, or any other element(s) deemed inappropriate by the WVU Parkersburg Entrepreneur Center staff, Coordinator or Members; projects that may pose a threat to the well-being of others; work that is in violation of another's intellectual property rights or which is otherwise subject to copyright, patent, or trademark protection; jobs that the Coordinator may deem to be too large or complex for the resources at hand.

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SIGNATURE

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DATE

WVU Parkersburg Entrepreneur Center Makerspace Supported Materials & Dimensions

3D PRINTERS

PRUSA i3 MK3 3D PRINTER

Filament Diameter: 1.75mm

Nozzle: 0.40

Materials: Selected brands and types of filament are currently available for use. Please see the WVU Parkersburg Entrepreneur Center Coordinator for other materials.

File Types Accepted: STL

CREALITY CR-10 S4

Filament Diameter: 1.75mm

Nozzle: 0.40

Materials: Selected brands and types of filament are currently available for use. Please see the WVU Parkersburg Entrepreneur Center Coordinator for other materials.

File Types Accepted: STL

DIGITAL CUTTER

SILHOUETTE CAMEO 3 CUTTING MACHINE

Materials: Vinyl, heat transfer material, card stock, photo paper, copy paper, construction paper, leather, fabric, and other organic materials up to 2mm in thickness.

Cutting Area: Up to 12" X 12"

File Types Accepted: Convert most to Silhouette Studio file.

LASER CUTTER

FULL SPECTRUM H-SERIES 40 WATT CO2 LASER

Materials: Engrave and cut wood, acrylic, leather, fabric, certain foams, and certain plastics. Engrave and mark glass, stone, tile, and certain metals. Materials to stay away from: nylon, HDPE, polypropylene (PP), polyethylene (PE), Gator Foam, anything chlorine based, Polycarbonate (lexan), Sintra, anything PVC or vinyl related, fiberglass, and carbon fiber.

Cutting Area: 20" X 12" up to 1/4 inch thick.

File Types Accepted: SVG and more.

CNC ROUTER

INVENTABLES X-CARVE CNC ROUTER

Materials: Woods (both hard and soft), most plastics and non-ferrous metals like aluminum, copper, and brass. We currently have limited support for routing and cutting metals.

Cutting Area: 800 X 800 X 65mm (31.5 x 31.5 x 2.5 in)

File Types Accepted: SVG

Please see the WVU Parkersburg Entrepreneur Center Coordinator for materials you are not sure of or not on our list.

WVU Parkersburg Entrepreneur Center Fee Structure

Prior to use, all members and patrons will be trained on the machines they wish to use. There will be an Instruction Fee of \$15 per piece of equipment which covers training sessions which will be set up with the WVU Parkersburg Entrepreneur Center Coordinator and will outline safety, proper usage, and approved materials specific to the equipment to ensure a safe and successful experience.

Note: No dedicated training is necessary to use hand tools after receiving any of the available machine training. The Industrial Sewing Machine will require a short training session but at no cost.

Completing a training course will cover the \$15 Membership. Current fees are considered "introductory" and subject to change with no prior notice.

FEES

Current Introductory Monthly Membership \$15: The monthly membership covers Coordinator/Administrative costs, tool usage and depreciation, and on-site support. Certain machines will have an additional material usage fee associated with each use (see below). One-year, price-guaranteed memberships are available at \$180.

3D Printing: 13 cents per gram of used filament (calculated before start of print).

Cameo Die Cutter Fee: 10 cents per sheet of material. Bring Your Own Material (BYOM) – as determined by the approved materials list.

Laser Cutting Fee: \$16 per hour in 15-minute increments (\$4 minimum). Bring Your Own Material (BYOM) – as determined by the approved materials list.

CNC Router Fee: \$2 per sheet of material plus \$10 per hour in 15-minute increments (\$2.50 minimum). Bring Your Own Material (BYOM) – as determined by the approved materials list.

Have an interest in tools, techniques, or skills not currently offered by the WVU Parkersburg Entrepreneur Center? Share your ideas with the Center Coordinator!

WVU Parkersburg Entrepreneur Center Use Agreement & Release of Liability (The "Agreement")

The WVU Parkersburg Entrepreneur Center provides patrons with the opportunity to use its facilities and equipment, as described in more detail below. All patron use of WVU Parkersburg Entrepreneur Center facilities and equipment is entirely optional and voluntary and is for purposes of recreation, education, and/or self-improvement.

In order to use WVU Parkersburg Entrepreneur Center facilities and equipment, each Adult User (a patron who is age 18 or older) must review this Agreement, provide the Adult User information requested in Section 1 below, and sign and comply with this Agreement. If the Adult User has a legal guardian or other person legally responsible to sign documents such as this, the guardian/legally responsible person must sign in the space designated below.

Please note that this document includes a Release of Liability that releases WVU Parkersburg and others related to it from liability for personal injuries and other losses resulting from the Adult User's use of the WVUP Entrepreneur Center and equipment. Please read carefully.

1. ADULT USER INFORMATION

Please print

Name

User #

Driver's License/Student ID # and School (if using Student ID)

Phone # Email

Address

Emergency Contact Name, Address & Telephone #

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2. CONDITIONS OF USE

By signing below, the Adult User affirms and agrees that: (1) He/she is capable of participating in the WVU Parkersburg Entrepreneur Center Activities (as defined below); (2) the Adult User shall comply with all WVU Parkersburg policies and procedures, including all WVU Parkersburg Entrepreneur Center policies, guidelines, and instructions; (3) the Adult User shall be responsible to pay any WVU Parkersburg charges or fees for use of tools, equipment and materials, and for damage, loss or clean-up of WVU Parkersburg property, which may be valued and billed to the Adult User's WVU Parkersburg account or by other means at WVU Parkesburg's discretion; and (4) all insurance of the Adult User applicable to any injuries or claims arising out of the WVU Parkersburg Entrepreneur Center Activities (defined below) shall be primary, with any applicable WVU Parkersburg insurance being secondary.

3. ENTREPRENEUR CENTER ACTIVITIES

Assumption of Risk. WVU Parkersburg's Entrepreneurship Center facilities and equipment include, but are not limited to, video production equipment, recording devices, drawing tools and equipment, circuit boards, electrical wiring, electronic equipment, saws, drills, screwdrivers, routers, wood and metal working tools, 3-dimensional copying and printing machines, computer equipment, charging stations, and wood, metal, plastic and composite supplies and materials, glue, solvents, nails, screws, and other working parts. While most tools, equipment, and supplies will be provided by WVU Parkersburg, on occasion such items will be supplied by users. Adult Users may work alone or share workspace, tools and equipment with other users and WVU Parkersburg staff. WVU Parkersburg may require users to wear specified safety gear, and undergo training. Surfaces of floors, work benches, and tables in the WVU Parkersburg Entrepreneur Center areas may have debris, dust, liquids, and sharp objects. While WVU Parkersburg will strive to supervise areas, not all activities of Adult Users or other users can be supervised at all times. All above referenced and other use of the WVU Parkersburg Entrepreneur Center work areas, facilities, tools, and equipment, whether alone or with others, whether supervised or not, and whether performed according to WVU Parkersburg policies, procedures, and safety rules, or not, shall be referred to as the "WVU Parkersburg Entrepreneur Center Activities."

The undersigned Adult User understands and agrees that the WVU Parkersburg Entrepreneur Center Activities involve various hazards, dangers, and risks, including without limitation, and by way of example, the risk of trips, slips and falls; cuts, broken bones, burns, and other wounds to hands, head, feet, eyes and other body parts; electrical shock; exposure to dust, fumes, smoke, noise, and vibrations; and accidents due to negligence of other users or WVU Parkersburg staff or vendors, or due to defective or inadequate facilities, equipment, tools, machinery, or due to inadequate maintenance or repair, training, instructions, supervision, first aid and medical treatment, or safety gear. The risks also include other risks arising from Adult User's involvement in the WVU Parkersburg Entrepreneur Center Activities, including unpredictable risks and risks inherent

ENTREPRENEUR CENTER ACTIVITIES CONT.

in the use of the work areas, facilities, tools and equipment used in WVU Parkersburg Entrepreneur Center Activities. Each Adult User agrees that such Adult User's participation in WVU Parkersburg Entrepreneur Center Activities involves risks of accidents and serious personal injury and illness, paralysis, permanent disability, and even possibly death of the Adult User. All the above-referenced risks and other risks arising from the WVU Parkersburg Entrepreneur Center Activities are referred to herein as the "Risks."

The undersigned Adult User expressly assumes, for such Adult User, and for such Adult User's heirs, family and estate, executors, administrators, assigns, and personal representatives, all Risks arising from the Adult User's participation in WVU Parkersburg Entrepreneur Center Activities, whether those Risks are known or unknown, or are predictable or unpredictable, or are Risks inherent in the WVU Parkersburg Entrepreneur Center Activities.

4. RELEASE OF LIABILITY & INDEMNIFICATION OF CLAIMS OF ADULT USER

Assumption of Risk. In consideration for the privilege granted to the Adult User to participate in the WVUP Entrepreneur Center Activities, and with full awareness and appreciation of the Risks involved, the undersigned Adult User, for and on behalf of the Adult User and Adult User's heirs, family and estate, executors, administrators, assigns, and personal representatives, hereby releases and agrees to indemnify and hold harmless WVU Parkersburg, its Board, and all organizations related to WVU Parkersburg, the WVU at Parkersburg Foundation, and its related organizations' affiliates, directors, officers, trustees, employees, volunteers, contractors, agents, representatives and successors, and assigns (the "Released Parties") of and from any and all claims, demands, liabilities, and causes of action that may arise from or could be made against or incurred by the Released Parties or any of them with respect to any and all property damage, economic loss, medical expense, personal care expense, disability, disease, personal injury or illness whether physical or mental in nature, and/or death, whether caused by negligence or otherwise, suffered by the Adult User and arising from the Adult User's participation in WVU Parkersburg Entrepreneur Center Activities and the Risks, including all claims of the undersigned Adult User. This Release and Indemnification includes all damages, costs, expenses, attorneys' fees, and economic and other losses which may be sought in any such claims.

5. CONSENT TO MEDICAL TREATMENT

If the Adult User is injured or becomes ill while involved in WVU Parkersburg Entrepreneur Center Activities, the Adult User hereby authorizes WVU Parkersburg and its employees, volunteers, agents and representatives to obtain and consent to, on the Adult User's behalf, medical care, including without limitation, medical treatment, hospitalization, ambulance transportation, anesthesia, and X-ray and other exams and tests. The undersigned Adult User agrees to pay all costs of such medical care and transportation.

MISCELLANEOUS

The Adult User agrees that WVU Parkersburg provides no warranties of merchantability or fitness for a particular purpose or use concerning any project or items made using WVU Parkersburg equipment, tools or materials. If any provision of this document is determined to be invalid for any reason, such invalidity shall not affect the validity of any other provisions, which other provisions shall remain in full force and effect as if this Agreement had been executed with the invalid provision eliminated. By signing, the undersigned person agrees that this document is intended to be as broad and inclusive as permitted under applicable law. This document is governed by West Virginia law, and any claims brought concerning it must be commenced in the state courts of Wood County, West Virginia, or the U.S. District Court for the Southern District of West Virginia. This document shall not be amended except by a written document signed by the Adult User and the appropriate administrator designated by WVU Parkersburg.

ADULT USER SIGNATURE

By my signature below, I acknowledge that I have carefully read this Agreement in its entirety and understand it, and I voluntarily agree to all statements and provisions of this Agreement, including the Release of Liability and Indemnification of Section 4. I am sufficiently informed about the WVU Parkersburg Entrepreneur Center Activities and Risks involved to decide whether to sign this Agreement. I attest that I am 18 years of age or older.

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SIGNATURE

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DATE

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PRINTED NAME

LEGAL GUARDIAN/LEGALLY RESPONSIBLE PERSON SIGNATURE

By my signature below, I acknowledge that I am a legal guardian or other person legally responsible for the Adult User with authority to sign this Agreement for and on behalf of the Adult User. I have carefully read this Agreement in its entirety and understand it, and I voluntarily agree to all statements and provisions of this Agreement, including the Release of Liability and Indemnification of Section 4, for and on behalf of the Adult User. I am sufficiently informed about the WVU Parkersburg Entrepreneur Center Activities and Risks involved to decide whether to sign this Agreement for the Adult User. I attest that I am 18 years of age or older.

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SIGNATURE

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DATE

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PRINTED NAME