

FabLab TUT – Code of Conduct and Rules of Use - Public

Safety

- The Code of Conduct and any directions given by the staff must be followed at all times.
- Ask for advice if
 - You do not know how to use the machines.
 - You do not know how to do something safely.
 - You do not know how to choose appropriate materials.
- Always use all the specified safety equipment for the machines.
- Any accidents and damages must always be reported to the staff immediately so that instructions and procedures can be improved.
- Tell the staff if something is broken or a machine seems to be working abnormally. This enables the staff to restore the machine back into operation as soon as possible.
- Remember: there are no stupid questions!
- FabLab TUT users are not insured by Tampere University of Technology (TTY Foundation). Obtaining accident insurance coverage is the responsibility of each FabLab TUT user. Minors using FabLab TUT must be registered with their legal guardian, and the aforementioned guardian is responsible for them.

Machine reservations

- You must be a registered FabLab TUT user to be able to book and use the machines. The registration takes place at FabLab TUT. Before registration, new users must prove their identity with a photo ID.
- By registering as a FabLab TUT user, you warrant that you have read and accepted the FabLab TUT Code of Conduct and Terms of Use and Liability. The documents can be found at www.tut.fi/tutlab and from FabLab TUT.
- Users will receive an access card against a €20 payment. The right to use FabLab TUT is registered on the access card. The card is personal and not to be given to or be used by anyone else but the user the card is registered to. The right to use FabLab TUT is valid for one (1) calendar year at a time, after which it must be renewed. If a card is lost, immediately report it to the FabLab TUT staff (tutlab@tut.fi).
- You can book machines by contacting the FabLab TUT staff by e-mail (tutlab@tut.fi). FabLab TUT reserves the right to limit the amount of reservations done by one person. Users can book the machines for the times FabLab TUT is open to people other than TUT staff and students.

Operating the machines

- Pay constant attention to the machines while using them. If you notice anything unsafe, stop the work immediately and report to the staff.
- Only use the machines after you have read the user instructions and viewed the instruction videos, and you are confident that you can use the machine safely. The instructions and videos can be found at www.tut.fi/tutlab.
- When using machines for the first time, contact the staff and go through the safety and user instructions.
- You must show your access card to a specific reader at FabLab TUT each time before you use the machines to prove that you have the right to access them.
- You can use the materials sold at FabLab TUT. If you wish to use your own materials, contact the staff in advance to agree on the materials. The staff can help you acquire materials if the material you need is not in stock.
- The staff does not provide actual instruction on using the software. However, if you need help in choosing suitable software and/or using them together with the machines, we are happy to help.
- If the machines break due to the user's failure to comply with the Code of Conduct and/or negligence, the user is held responsible and he/she is liable to compensate for the damages caused.

Use of the space

- It is forbidden to eat or drink by the work stations and in the immediate proximity of the machines.
- Hot work is forbidden at FabLab TUT and painting is only allowed with water-soluble paints.
- Return the tools and machines that you use in their appropriate places. It is forbidden to take any tools or machines outside FabLab TUT.
- Clean up before leaving and return everything in their appropriate place. When leaving, make sure that the space is at least as clean as it was when you arrived.
- It is not allowed to manufacture guns, knives, crossbows, explosives, and parts of any of the aforementioned or anything that has been designed for injuring people.
- Attending classes or working on campus while under the influence of alcohol or other controlled substances or disruptive intoxication is prohibited anywhere on campus in TUT Campus Code of Conduct.

Information sharing

- Sharing is a part of the community culture at FabLab and it applies to all registered FabLab TUT users. Sharing includes the documentation of project progress and the visual presentation of the final outcome (photos/video).

- While at FabLab TUT, you accept that photos may be taken or video footage recorded of yourself and your work and that this material may be used for advertising and public relations purposes.
- Commercial projects can also be developed at FabLab TUT, but they must not disturb the work of others and protecting them is your responsibility. FabLab TUT is a product development workshop, not a production line.
- Everyone at FabLab TUT is experimenting and learning, so working together is important!

Contact details:

Name: _____

Date of birth: _____

E-mail: _____

The user is responsible for the following minors:

Name: _____

Date of birth: _____

Name: _____

Date of birth: _____

Signature: _____

Date: _____

Access card number: _____