



International Fab Lab Charter

What is a fab lab?

Fab labs are a global network of local labs, enabling invention by providing access to tools for digital fabrication.

What's in a fab lab?

Fab labs share an evolving inventory of core capabilities to make (almost) anything, allowing people and projects to be shared.

What does the fab lab network provide?

Operational, educational, technical, financial, and logistical assistance beyond what's available within one lab.

Who can use a fab lab?

Fab labs are available as a community resource, offering open access for individuals as well as scheduled access for programs.

What are your responsibilities?

Safety: not hurting people or machines

Operations: assisting with cleaning, maintaining, and improving the lab

Knowledge: contributing to documentation and instruction

Who owns fab lab inventions?

Designs and processes developed in fab labs can be protected and sold however an inventor chooses, but should remain available for individuals to use and learn from.

How can businesses use a fab lab?

Commercial activities can be prototyped and incubated in a fab lab, but they must not conflict with other uses, they should grow beyond rather than within the lab, and they are expected to benefit the inventors, labs, and networks that contribute to their success.

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Bitterroot College FabLab Membership Agreement

Thank you for your interest in Bitterroot College (BC) FabLab membership. Your annual membership will give you access to the tools of the lab to *imagine, design, and create* all kinds of projects, limited only by your imagination.

This document constitutes the agreement between BC FabLab and our members. Our goal is to provide safe and convenient access to work centers and processes for use in making “just about anything.” **After you have read this agreement and consent to the agreement’s terms, print and complete the signature page at the end of the document. Then bring the signature page and membership fee to Bitterroot College for membership activation.**

Membership Benefits

BC FabLab membership includes use of our machines and equipment. We encourage entrepreneurs to use the BC FabLab to develop solutions for problems that might have a future commercial value or solve community needs. The FabLab is meant for design and prototyping, *not for production use*. For small production runs, exceptions may be granted on a case-by-case basis, and we may ask you to pay a reasonable additional charge for use of the machines. This may include jobs where substantial quantities are produced both for profitable sale and for non-profit donations. Before launching a production run, consult with the BC FabLab Technician or Administrator.

Definition of Producer/Production Terms

- Artistic and experimental use of BC FabLab means generally one-of-a-kind creations.
- Prototyping would involve making items for testing for functional or marketing purposes.
- Production use means experimenting and prototyping are over, and the emphasis is on making multiple copies of some item or product.

Supplies & Materials

We generally have an on-site inventory of basic supplies and materials as a convenience to our members. However, BC FabLab cannot guarantee the availability of any supplies or materials.

Expendable Supplies are used up in the process of making something. Examples include tape, sticky notes, paper, and glue. Members may use a reasonable amount of expendable supplies at no charge. If your project requires a lot of expendable supplies, we ask that you purchase your own expendable supplies.

Materials are items used in a project, whether the project ultimately results in a finished product or not. Material examples include wood, metal, or plastic used for cutting or engraving; vinyl, wood, or metal for signs; hardware and fasteners used in assembling a project; electronic components; and plastic for 3D printing. Members may use approximately \$30 worth of materials from the BC materials inventory to initiate projects, pilot projects, or complete small projects per year. If your project or the sum of your projects has exhausted approximately \$30 worth of BC FabLab materials, we ask that you purchase your own materials. Your BC FabLab membership supports about \$30 worth of BC FabLab materials per year (cost of approximately one spool of 3D filament). If you have leftover materials that you purchased for a project, the BC FabLab accepts donations of excess materials for general BC FabLab use. **NOTE: For**

everyone's safety, all materials brought into the lab must be identifiable. If we are unfamiliar with a material that you bring into the lab, we will require a Material Safety Data Sheet (MSDS) be provided.

Project Assistance

Projects at the BC FabLab are Do-It-Yourself (DIY). The BC FabLab is staffed four (4) hours a week by a technician who is available to members for technical assistance and the general public for lab inquiries. The technician is also responsible for BC FabLab equipment maintenance and upkeep. For technician hours, visit www.umt.edu/bcfablab or call 406.541-8755. For expert project consultation, the BC FabLab has a list of local consultants with whom members may separately contract for assistance.

NOTE: If you are interested in being added to our expert consultant referral list, contact the BC FabLab Technician.

Member Code

- Be willing to share the space with others, without prejudice;
- Be willing to learn new skills and knowledge with minimal assistance, and ask questions when unsure how something works;
- Share knowledge with those less experienced, if able;
- Leave workspace clean and tidy, return all tools and supplies to the proper place;
- Clean machinery after use;
- Practice the Golden Rule, and respect others' ideas and property;
- Be creative, enthusiastic, and broaden horizons;
- Be respectful of others, and maintain a pleasant atmosphere in the lab;
- Have fun, and allow others to do the same; and
- Comply with all BC FabLab policies and the directions of lab staff.

Safety

- When indicated, eye and ear protection must be used in the machine area.
- Seek assistance when moving new material to and from large machines.
- Members must have express written permission from the BC FabLab Technician before making anything that a reasonable person would consider a weapon. Engraving and/or other modifications may be done with verbal permission from BC FabLab Technician. No complete firearms are allowed in the BC FabLab.

Intellectual Property

- Whatever you create in the BC FabLab belongs to you.
- While we do not assist directly with the patent process, we can connect you with people that can help.

Behavior

- The BC FabLab is a community space; refrain from using language that could be viewed as offensive.

- As a BC FabLab member, you are expected to comply with all instructions, policies, and signs posted in the BC FabLab, as well as in the Member Agreement.
- At the discretion of the BC FabLab Technician, BC FabLab Administrator, or Bitterroot College staff, you may be asked to leave for inappropriate behavior or noncompliance with BC FabLab policies.

Machine Use

- Treat machines with care, as if they were your own.
- Use machines only as intended to avoid injury, costly damage, and to make sure they are available for everyone to use. You may be responsible for costs associated with repair or replacement due to negligence or misuse of BC FabLab property.

Food and Drink in the Lab

- Food and drink is only allowed on table tops not housing equipment.
- Drinks must be in covered containers when in the lab.
- Dispose of trash and leave any areas of the lab you use in as good or better condition than you found them.

Hours of Operation

The BC FabLab's standard public hours are shown below. They are subject to change without notice and generally coincide with the college's hours of operation. *Hours may vary around holidays and certain academic breaks.*

- **Monday through Friday:** 8:00am – 5:00pm
- **Saturday:** 10:00am – 2:00pm (spring/fall college semesters)
- **Sunday:** Closed
- **For additional evening and weekend hours:**
email bcfablab@gmail.com or call 406.541-8755

Scheduling

Work center availability is on a first come, first served basis. Generally, work centers have a time limit of two hours. This means if someone is waiting for a work center, you'll need to be ready to stop work at the end of the two-hour period so the next member can take his/her turn.

Release for Photography and/or Video Imagery

You (*non-minors only*) grant BC FabLab permission to use, reuse, publish, and republish any photograph or video taken of you (or in which you may be included with others) at the BC FabLab, in whole or in part, individually or in connection with other material, in any and all media, including the Internet, and for such purposes as illustration, promotion, art, or advertising without restriction as to alteration. You release BC FabLab from any and all claims and demands that may arise out of or in connection with the use of the photography or video.

Bitterroot College FabLab Membership Levels

Memberships include access to the lab during standard hours and any additional hours as they occur. Pass-holders/Members have access to all lab equipment, space, materials, and supplies as specified in the preceding Bitterroot College FabLab Membership Agreement. A member is allowed to bring a co-worker to assist with the member's project. Independent projects performed by co-workers require the purchase of a Day Pass. **Passes/Memberships are not transferrable or refundable.**

Membership Level	Price	Age Requirement
Day Pass	\$15 (1 visit) \$50 (5 visits over 3 months)	18 years of age or older
Individual Membership	\$90 (6 months) \$150 (12 months)	18 years of age or older
Senior Membership	\$65 (6 months) \$100 (12 months)	60 years of age or older
Student or Educator Membership* <i>(proof of current student enrollment or current employment as an educator required)</i>	\$65 (6 months) \$100 (12 months)	15 years of age or older
Family Membership <i>(includes two named adults and up to three named minor children living in family home)</i>	\$130 (6 months) \$225 (12 months)	Children under 15 years of age must be accompanied by adult family member

*If the member is 17 years old or younger, membership must be purchased and agreed to by parent or guardian on behalf of minor

All Passes/Memberships

- Valid from date of purchase.
- Includes use of lab machinery for up to two hours per machine per session with a cumulative maximum of 20 hours per week; longer machine use is permitted if no other members are waiting for machine(s).

Passes/Memberships are non-transferrable and non-refundable

Bitterroot College FabLab Membership Signature Page

Acknowledgement of Understanding of and Intent to Abide by Membership Agreement

I hereby attest that I have read the Bitterroot College FabLab Membership Agreement, and by signing this signature page, I agree to adhere to the provisions in and of the Bitterroot College FabLab Member Agreement including the International Fab Lab Charter and the Release for Photography and/or Video Imagery (*non-minors only*).

I acknowledge that, in extreme cases, noncompliance with the policies stated in the aforementioned documents may result in termination of my membership without refund and that I may not be allowed to return.

Acknowledgment of Risk

I fully understand and acknowledge that there are inherent risks and dangers in my participation in the above-stated activities and my participation in stated activity and use of any equipment related to such activities may result in injury, illness, or death and damage to personal property. I understand other members/participants, accidents, forces of nature, or other causes may cause these risk and dangers and I hereby accept these risk and dangers.

I have read the **acknowledgment of understanding and intent** AND the **acknowledgment of risk** above and by signing this page, I agree it is my intention to participate in the indicated activity and I understand and accept the risks involved.

Pass-Holder or Member Name(s) (*please print*) _____

Pass-Holder or Member(s) Date(s) of Birth (*please print*) _____

Mailing Address _____

Email Address _____ Ph. No. _____

Signature (Pass-Holder/Member) *Date*

Signature (Adult for Minor Member/2nd Adult for Family Memberships) *Date*