



*a cooperating initiative of the
University of West Georgia & Carroll Tomorrow*

Maker Handbook

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or

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General Information

What is the Tinker's Box™?

The Tinker's Box™ is a Makerspace designed to facilitate innovation, STEM education, commercialization and business start-up for higher education students, faculty and staff, as well as community members in the West Georgia service area. It fosters an environment for creativity, product/software development, and the exchange of knowledge and ideas.

Mission

To provide access to equipment, expertise, and a maker environment that encourages innovation and development of new ideas.

Goals

- 1) Foster creativity & ideation
- 2) Stimulate innovative thought
- 2) Implement STEM-related programs
- 3) Commercialize products and services
- 4) Grow new and innovative businesses

Background

The Tinker's Box™ began development in 2014 utilizing matching grant funds from the Appalachian Regional Commission and the Carroll County Development Authority under the direction of the Carroll County Economic Development Foundation, d/b/a Carroll Tomorrow, a 501(c)(3) economic development public-private partnership. Carroll Tomorrow, owns and maintains the Tinker's Box™. The University of West Georgia (UWG) entered into an operations management agreement with Carroll Tomorrow in 2019 to provide staffing, training and a collaborative making environment for higher education students, faculty and staff, and the general Making community.

The Tinker's Box is open to UWG and West Georgia Technical College Makers, as well as individuals and businesses interested in product innovation in the areas of electronics, robotics, software, digital design, computer and technology applications, materials science, and wood and metal fabrication.

Location/Logistics

The Makerspace is located within The Burson Center at 500 Old Bremen Road, Carrollton, Georgia. Six miles south of I-20 on U.S. 27, take Columbia Drive west to Old Bremen Road, turn left. The Burson Center is on the right approximately ½ mile.

Monday-Friday 2:00PM - 10:00PM
Saturdays by Appointment Only

Student Maker Admissions

1. UWG/WGTC faculty or staff will coordinate student class program participation with the Makerspace Manager.
2. Coordinating Faculty/Staff will review the Maker Handbook and sign the Class Registration agreement.
3. Upon approved scheduling, the Faculty/Staff will be invoiced per student for class participation.
4. The Makerspace Lab Manager will schedule an initial orientation/safety training for the class.
5. Class scheduling will be on a first-come-first-serve basis.
6. Registered students working on a class or club project are welcome to use the Lab outside of class time for an additional per-student fee.

Individual/Business Maker Admissions

1. Individual Makers or area companies will make an appointment for an initial consultation. This will be an informal discussion about the maker needs and a facility tour.
2. Review the Maker Handbook and supporting documents.
3. Complete the Application/Supporting Documents for Admission and submit to the Manager.
4. If approved for admission, schedule an orientation/safety training.

The final decision to accept an Individual/Business Maker into the Tinker's Box™ is made after the individual or company submits the Application/Supporting documents and completes a background/credit check.

Expectation of Makers

1. Makers are required to complete an orientation before accessing the lab.
2. Makers are required to participate in all safety training provided.
3. Makers will sign in upon entering the lab each session.
4. Makers are expected to respect the workspace of others.
5. Makers will have access to equipment and tools on a first-come basis.

6. Makers must return all equipment, tools and unused consumables to the locations from which they were obtained when finishing a task or project.
7. Makers are expected to provide their own additional consumables that are not readily available in the lab or pay an additional fee for the purchase of said consumables.
8. Makers are expected to abide by all rules outlined in this Handbook and posted in the lab.
9. Makers accept that any destruction or theft of Tinker's Box™ or fellow Maker property, including intellectual property, will result in immediate dismissal from the Makerspace and all connections to all services offered, and may warrant criminal prosecution.

Maker Fees

Makers have access to the lab, equipment, basic consumables in stock, expertise, and training during regular operating hours. Additional hours, consumables, events, and camps may be scheduled for an additional fee.

UWG/WGTC Class or Club	\$5 per student/class or club
Student (18 years+)	\$15/Month
Faculty/Staff	\$70/Month
Individual Maker	\$80/Month
Visitor Pass (One Day)	\$20
Business/Industry - includes two individuals	\$2000/YR

Hackathons/Workshops/Other Events - Prices vary depending on the level of training, consumables required, and other related costs.

Meeting Space, business assistance/incubation- Available through The Burson Center, by contacting 678-890-2340 or katlyn@carroll-ga.org for details.

Fee Schedule

UWG/WGTC Classes must sign a Class Registration form with the Makerspace Lab Manager and will be invoiced at the beginning of each scheduled class term to cover the per student costs for consumables and equipment/tool usage. Signature on the Class Registration defines the limited obligations of both parties as delineated in this Handbook.

Individual Makers must sign a Memorandum of Agreement for Services upon entrance. Signature in the MOA defines the limited obligations of both parties as delineated in this Handbook.

All monthly and annual fees will be automatically charged to a valid credit or debit card on the first business day of the month or year. In the event the debit/credit card is invalid, access to the Makerspace will be terminated. **No cash or checks will be accepted.**

Volunteers

Expert Makers, and trained volunteers and student interns may be available to assist with training, equipment demonstrations, questions, and more in the event the Manager is not available.

Liability, Assumption of Risk & Indemnification

With full awareness and appreciation of the risks involved, I, for myself and on behalf of my family, spouse, estate, heirs, executors, administrators, assigns, and personal representatives, hereby forever release, waive, discharge, and covenant not to sue University of West Georgia (Board of Regents of the University System of Georgia), West Technical College and Carroll Tomorrow/Burson Center officers, agents, servants, independent mentors, volunteers, affiliates, employees, successors, assigns, and the Boards thereof (collectively the "Released Parties") from any and all liability, claims, demands, actions, and causes of action whatsoever, directly or indirectly arising out of or related to any loss, damage, or injury, including death, that may be sustained by me or any of the property belonging to me, whether caused by the negligence of the Released Parties, any third-party using the Tinker's Box™, or otherwise, while participating in any activity while in, on, or around the Tinker's Box™ and/or while using any facilities, tools, equipment, or materials.

The University of West Georgia (Board of Regents of the University System of Georgia) as the 'Tinker's Box™ Management agent or Carroll Tomorrow as the owner shall have no liability to a Maker or any other person or entity under any circumstances for any incidental, special, consequential, punitive or exemplary damages, or for loss of profits, revenues, or other economic loss, regardless of whether or not UWG or Carroll Tomorrow knew or had reason to know of the possibility of such damages in advance. Without limiting the generality of the foregoing, UWG nor Carroll Tomorrow shall have no liability under any circumstances for breach of this Agreement in any amount which exceeds the total of all Usage Fees and Training Fees which UWG or Carroll Tomorrow has received from the Maker hereunder.

I recognize and agree that my use of the Tinker's Box™ facilities, tools, equipment, and materials is entirely optional and voluntary. I further understand and agree that such use involves various inherent hazards, dangers, and risks, including, without limitation, and only 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; serious personal injury and illness, paralysis, permanent disability, and even possibly death; electrical shock; impalement; exposure to dust, fumes, smoke, noise, and vibrations; and accidents due to the negligence of other users or Center personnel or vendors, or due to defective or inadequate facilities, equipment, tools, machinery, materials, or due to inadequate maintenance or repair, training, instructions, supervision, first aid and medical treatment, or safety gear. I ASSUME FULL RESPONSIBILITY FOR ANY RISKS OF LOSS, DAMAGE, OR PERSONAL INJURY, INCLUDING DEATH, THAT I MAY SUSTAIN, OR ANY LOSS OR DAMAGE OF PROPERTY I OWN, AS A RESULT OF BEING ENGAGED IN SUCH ACTIVITY, WHETHER CAUSED BY THE NEGLIGENCE OF THE CENTER OR OTHERWISE.

Applicants and Makers shall authorize UWG (Board of Regents of the University of West Georgia), and/or Carroll Tomorrow and The Tinker's Box TM to undertake background checks (pg. 15) for credit, MVR or criminal history prior to acceptance into the program. All documentation related to private background checks shall remain confidential and only available to management.

I have read this Liability, Assumption of Risk & Indemnification Policy and my signature here is my agreement to said Policy:

Responsible Maker/Faculty/Staff Signature

Equipment/Tools/Materials Policies

1. Tools and equipment are available to Makers on a first-come-first-serve basis.
2. Tools used in the makerspace must be returned by the Maker to their original location in a clean state. The workspace also needs to be cleaned before the Maker leaves.
3. Maker must have attended orientation/safety training and completed the equipment knowledge checklist before using equipment.
4. The Tinker's Box TM is only able to provide free consumable materials on a limited basis. The Maker agrees to avoid wasting supplies and materials.
5. The Tinker's Box TM does not accept responsibility if a project is destroyed, does not print correctly, or does not work.
6. The Tinker's Box TM reserves the right to halt, delete, or disallow the creation of items that violate our policy, including, but not limited to, the creation of weapons, pornography, or illegal items.
7. The Tinker's Box TM does not condone activities related to patent infringement. Patent infringement is the commission of a prohibited act with respect to a patented invention without permission from the patent holder.
8. If Makers have a reservation to use a certain machine, staff will make an effort to contact the Maker before he/she comes in to use it if the machine is out of order. This courtesy cannot be guaranteed.
9. The Makerspace is not responsible for personal equipment, tools, materials or files left behind.

Wireless Internet Access within the Makerspace

The following codes may be used by Makers and/or visitors of the Makerspace:

Maker Name:	Tinkersbox
Wireless Passcode:	500Maker

It is required that all Makers maintain up to date and reliable anti-virus and spyware protection installed on all personal computers or devices.

Prohibited Activities- IT & Data Usage Policies

It is contrary to the Tinker's Box™ policy for any of its Makers to effect or participate in any of these activities (whether actual or attempted and whether directly or indirectly). Each of the following Prohibited Activities constitute an abuse of The Tinker's Box's™ services, network and facilities:

1. Posting or sending messages substantially similar in content to Usenet or other newsgroups, forums, listserv, or other similar groups or lists;
2. Posting or sending messages, articles, or other content to a List which are off-topic according to the charter or other owner-published FAQs or descriptions of the List;
3. Sending unsolicited commercial messages or communications in any form (SPAM);
4. Falsifying Maker or other service related information, including, but not limited to, intentionally omitting, deleting, forging or misrepresenting transmission information, including headers, return mailing and Internet protocol addresses, provided to the Tinker's Box™ or its Makers, or engaging in any activities or actions intended to withhold or cloak maker's identity or contact information;
5. Engaging in any other activity that: violates a law or regulation (including, but not limited to, libel, slander, invasion of privacy, harassment, obscenity, child pornography, stalking, export laws and regulations, and infringement or misappropriation of another party's copyrights, trademarks, patents, trade secrets or other intellectual property rights); threatens the integrity and/or security of any network or computer system (including, but not limited to, transmission of worms, viruses and other malicious codes and accessing any device or data without proper authorization); attempts to use The Tinker's Box™ services in such a manner so as to avoid incurring charges for or otherwise being required to pay for such usage; otherwise degrades or interferes with other Makers' use of a service; breaches a third party non-disclosure agreement or obligation, or violates generally accepted standards of Internet or other networks conduct and usage, including, but not limited to, denial of service attacks, web page defacement, port and network scanning, and unauthorized system penetrations.
6. Engaging in any of the activities listed above by using another provider's service, but channeling the activity through the Tinker's Box™ is strictly prohibited.

Failure to adhere to these IT & Data Usage policies will result in immediate dismissal from the Makerspace and all connections to all services offered without refund.

I have read the Wireless Internet Access within the Makerspace Policy and my signature here is my agreement to said Policy:

Responsible Maker/Faculty/Staff Signature

Facilities Usage

1. Lockers should be used for storage of belongings and projects.
2. Follow all safety guidelines as discussed in the 'Safety 101' class and as posted in the Lab.
3. Trash must be emptied into the outside trash receptacle located on the backside of the building.
4. Guests are more than welcome to accompany a Maker by paying the daily pass fee or applying for paid access.
5. Doors should not be propped open at any time for any reason.
6. Open-toed shoes, flip-flops, shorts, sandals, scarves, loose-fitting clothing, and jewelry are NEVER worn in any Makerspace restricted area.
7. Leave all rooms as you found them, returning furniture and equipment to their original locale, and removing all trash to the outside receptacle at the far right side of the building.

Food & Beverages

Covered drinks and bottled water are welcome in the Makerspace Lab. Food is limited to the Atrium and outdoor classroom. Coffee and water are provided in the Atrium. Makers are welcome to use the appliances and lounge area in the Atrium.

Parking

Free parking is provided to the rear and side of the Tinker's Box TM Atrium entrance. Please lock your vehicle. The Tinker's Box TM is not responsible for the safety of your vehicle and its contents.

Pets & Children

The Tinker's Box TM prohibits pets inside the building at all times, with the exception of registered service animals. In the event that a domesticated animal is a necessary part of a temporary program or function, the Makerspace Lab Manager must be consulted for prior approval.

Children under the age of 16 must be accompanied by an adult Maker. Also for safety reasons, please do not allow children to wander the facilities or premises unattended for any purpose so as to control security, and limit liability and disruption to the Makerspace activities or other Makers. Please respect the facility and all furnishings and equipment.

Security

Makers are welcome during regular operating hours. Monthly and Annual paying Makers will coordinate with the Manager for a Keycard for access at the secure Makerspace Atrium entrance during non-regular operating hours. Replacement Keycards are \$10.00 each.

Security is maintained by live and recorded video devices and Keycard access registration throughout the facility. All exterior entrances should be kept closed and locked at all times. Please notify staff if exit doors are left open at any time. Nightly patrols are made by the City of Carrollton Police. In the event of any suspicious activity, call 911.

Do not provide access to individuals who do not have Keycards at any of the entrances without prior approval from the Makerspace Lab Manager. Failure to adhere to this requirement will result in immediate dismissal from the Makerspace and all connections to all services offered.

Facility Maintenance

Smoking Policy

There is no smoking anywhere inside or near the entrance doors of The Burson Center or Tinker's Box™. This includes tobacco and electronics, such as vaping. Makers are responsible for proper disposal of cigarette butts and related waste prior to property access.

Janitorial Services

The common areas of the Makerspace are provided janitorial service weekly and are maintained daily by the staff. Please assist in picking up and cleaning after yourselves as you use the various facilities.

Signage

The Tinker's Box™ will provide all signage for the building, including the Makerspace. Outdoor signs are prohibited on the Center grounds. For special events, temporary directional signs may be placed at the entrances for the period of the event provided they are promptly removed at the conclusion of the event.

**** These policies are subject to change with written notification by Tinker's Box staff.**

MAKER HANDBOOK REVIEW CONFIRMATION
Faculty/Staff

Please complete the following and sign. Return this form to the Tinker's Box™ Makerspace Lab Manager:

I, _____ have read the Tinker's Box™ Maker Handbook, and understand all policies as described. I and my class/associates agree to adhere to these policies and regulations as provided.

Class Title/Semester & Year of Usage

Responsible Party Signature

Additional Faculty/Staff

College/Department/Company Name (If Applicable)

Additional Faculty/Staff

Date

Tinker's Box™
Individual/Business Application for Admission
(CONFIDENTIAL)

To apply for Tinker's Box™ admittance, please fill out the Application for Admission, Authorization for Background/Credit Check, and Memorandum of Agreement for Service. Please return to:

Witt Teem, Tinker's Box™, 500 Old Bremen Road Carrollton, Georgia 30117

-or-

Email: lteem@westga.edu.

Name _____

Address _____

Company Name (If Applicable) _____

Name Company Employees (If Applicable) _____

Phone _____ Email _____

How did you hear about the Tinker's Box™? _____

Please describe your project & equipment needs: _____

Please describe any experience you may have with the equipment: _____

Do you have plans to commercialize your invention or start a small business? _____

I have read the Tinker's Box™ Maker Handbook and agree to the terms therein:

Signature

Date

If joining as an industry or business, each participating employee/individual must complete an individual maker profile to be kept on file.

(For Office Use Only)

Date of Admission: _____ Membership: _____

Keyscan Card ID(s) Numbers: _____

Safety Training Completed: _____

Equipment Training Notes: _____

**University of West Georgia/Carroll Tomorrow
Tinker's Box™ Maker
Memorandum of Agreement (MOA) for Services**

The purpose of this MOA document is to clarify the agreement obligations between the University of West Georgia (UWG) a unit of the University System of Georgia, Carroll County Economic Development Foundation dba/Carroll Tomorrow (CT), the Tinker's Box™ (TB) and _____, hereafter known as Maker.

TB agrees to provide innovation services and access to equipment, tools, and materials as stated in the TB Maker Handbook. The services and assistance mentioned within the TB Maker Handbook are performed by the TB in an act of good faith in which the TB cannot be held liable by the Maker for the positive or negative effects resulting therefrom.

The Maker agrees to make payments of \$ _____ per _____, plus agreed upon additional fees of \$ _____ (if applicable), to UWG for the use of lab facilities, services, equipment and other related resources as defined by the TB Maker Handbook.

Failure to make prompt payment of all fees shall be grounds for termination of this agreement with said Maker. In the event of termination, the Maker shall have three (3) business days to remove all personal property. Failure to remove property by the deadline will be deemed a breach of agreement and abandonment, prompting legal action for removal/disposal to be initiated by UWG at the expense of the Maker.

Further, the Maker agrees to comply with all policies, procedures, and criteria set forth in the above mentioned Maker Handbook. These policies shall be in writing and available upon request from the TB. Any changes in the policies, procedures and criteria will be subject to change and a notice will be sent out to the Maker ten (10) days prior to the effective date.

All services to the Maker will begin on _____. Amendments to this Agreement may be made as necessary or required with mutual consent of both agreeing parties in writing. It is understood that either party may terminate this agreement upon a written, thirty (30) day notice.

Entered into this _____ day of _____, _____.

UWG Representative

Maker

Notary Public
(SEAL)

Authorization for Background/Credit Check
(CONFIDENTIAL)

I, _____ am giving the University of West Georgia, as Manager of The Tinker's Box™, permission to perform a consumer report (to include, but not limited to, credit, MVR, or criminal background check) on my past history, now, and on future dates. I understand that by signing this release does not in any way constitute automatic access into the Tinker's Box™.

All questions must be filled out completely and accurately. Incomplete or inaccurate information may lead to rejection of your application. Information found to be false can also lead to rejection of your application.

Applicant Name: _____
(First) (Middle) (Last) (Maiden)

Address: _____

City: _____ State: _____ Zip: _____

Please list your current county of residence. If you have not lived in your current county for the past seven years, also, list the other county (s) you have lived in during the last seven years along with your current one.

1) Current County: _____ State _____ 2) Previous County _____ State _____

Driver's License #: _____ State: _____

Social Security Number: _____

Date of Birth: _____ Race: _____ Sex: M / F

Applicant's Signature _____

Date Completed _____