

Projects Lab Reservation Agreement

As a member of the reserving party, the party will complete the following in regards to the reserved area in the Projects Lab and Metal Factory usage.

1. Daily cleaning:

- All materials, machinery, parts, and other objects belonging to the team will be neatly organized inside the team's designated area each day before leaving the Projects Lab.
- Checked out tool boxes will be locked up daily before leaving with all tools stored inside them.
- Messes made in the Metal Factory will be cleaned before leaving the Projects Lab or 10 minutes prior to the Metal Factory closing.
- Any tools borrowed/checked out from the Metal Factory will be returned to staff at the front desk before leaving the Projects Lab or 10 minutes prior to the Metal Factory closing.

2. Metal Factory:

- Use of Metal Factory property will only be done by someone who has completed the Metal Factory safety agreement and the required trainings. Trainings are available for scheduling on the Metal Factory website or in person at the Metal Factory.
- All safety measures and other precautions given by staff and as stated in the safety agreement will be complied with.

3. Area Return:

- Before the termination date of the reserved space the following will be completed.
 - i. All checked out tool boxes with all tools and keys will be returned. Any missing tools will be replaced at cost by the party.
 - ii. Any borrowed Metal Factory property will be returned to the Metal factory.
 - iii. Reserved areas will be completely cleared out, cleaned, and checked off by a faculty advisor or a Metal Factory employee.