

# **AMRoC Fab Lab Policies and Protocols for Guest and Member Youth Robotics Teams**

# AMROC Robotics Teams Use Fee Schedule

As of July 2019

FRC, FTC & VEX teams can reserve use of fields and machine shop on an hourly basis, or purchase monthly or annual field use passes for relevant use periods, scheduled in advance. FLL teams can reserve use of the FLL tables by the season.

Rates are as follows, unless otherwise negotiated:

## **FRC Teams:**

- \$20 per hour
- \$100 per day including use of field & shop
- \$400 per month during build season including use field & shop
- \$2400 per year , in season and summer use

## **FTC/VEX Teams:**

- \$15 per hour
- \$50 per day including use of field & shop
- \$150 per month including field & shop
- \$1200 per year, in season and summer use

## **FLL Teams:**

- \$300 per year, in season and summer use

## **Use Policies Summary**

- **Teams must schedule field and machine shop use in advance via the AMRoC Fab Lab website at [AMRoCTampaBay.com](http://AMRoCTampaBay.com) .**
- **There must be at least 1 supervising adult per ten students on site at all times.**
- **Teams must adhere to the AMRoC Fab Lab Code of Conduct & Facilities Use policies** found on the website and posted around the Fab Lab.
- **Food can be brought in, but must be confined to the designated, marked Dining table. *No open beverage containers are allowed anywhere in AMRoC Fab Lab.*** Food must be disposed of properly, in the cans marked “Food Waste Only”.
- **Teams must clean up completely when finished, leaving AMRoC Fab Lab in the same or better condition than when they arrived.**
- **AMRoC Fab Lab staff and volunteers are not responsible for damage to team equipment or property.** Teams must take full responsibility for all their equipment, and if any is stored on site, it must all be clearly labeled as team property, and be properly locked and secured.
- **AMRoC Fab Lab is located in a public shopping mall and assumes no responsibility or authority for students outside of the Fab Lab.** Teams should have an agreed upon policy for youth regarding use of the mall or the food court area.

# Foundation for Community Driven Innovation (FCDI)- AMROC Fab Lab Code of Conduct

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The Foundation for Community Driven Innovation (FCDI) is committed to fostering, cultivating and preserving a culture of professionalism, diversity and inclusion in all our programs. We embrace and encourage differences in race, color, creed, religion, sex, national origin, disability, age, sexual orientation, gender identity, income or any other characteristics that make our program participants unique. All our programs are guided by the FCDI Code of Conduct, by which all participants, from adults to students, as well as volunteers and guests, are expected to abide.

## **FCDI Code of Conduct**

Anyone associated with any FCDI subsidiary; event or program is expected to:

- Behave in a mature and respectful way that emphasizes the value of others and respects individuals and the community.
- Ensure the safety of all participants by following established protocols at all our events and programs.
- Refrain from any acts of bullying, harassment, profane or insulting language, or any form of actual, threatened or implied violence.
- Report any unsafe or threatening conduct to organizers or other relevant program supervisors.
- Anyone in violation of our Code of Conduct may be asked to leave an event or program.

## AMRoC Use Policies for Robotics Teams - Detailed

- Teams **must** schedule field and machine shop use **in advance via the AMRoC Fab Lab website at AMRoCTampaBay.com or onsite with staff.**
  - Field may not be available due to other programs or events at AMRoC, so scheduling as far in advance as possible is highly recommended.
- **There must be at least 1 supervising adult over 20 yrs of age per ten students on site at all times.**
- Teams must adhere to the **AMRoC Fab Lab Code of Conduct & Facilities Use policies** found on the website and posted around AMRoC.
  - Any students or adults deemed to be in consistent violation (2 or more warnings) of the Code of Conduct & Facilities Use policies may be asked to leave the premises and the team may be denied further use of the facility.
- Food can be brought for consumption during team meetings, but must be confined to the designated, marked Dining table and cannot be stored on site.
  - **No open beverage containers are allowed anywhere in AMRoC Fab Lab.**
  - **Food must be disposed of properly, in the cans marked “Food Waste Only”.**
  - **No food can be stored in team equipment areas or left on site or in the refrigerator.**
- **Teams must clean up completely when finished, leaving AMRoC Fab Lab in the same or better condition than when they arrived.**
  - Batteries can *NOT* be left charging overnight. Any batteries found to be left on charge will be removed from chargers and chargers will be turned off or unplugged, so please plan accordingly for practices and meetings.
- **Follow 3D Printer Use Policies:** Member teams have 20 hours of 3D printer time each month. Guest teams may purchase discounted 3D printer time. ***No Team may use printers without supervision or prior approval.***
- **Teams must abide by Machine Shop and General Facilities Use policies** like all other facility users. ***No AMRoC Fab Lab equipment may be used without permission and appropriate supervision.***
- **AMRoC Fab Lab staff and volunteers are not responsible for damage to team equipment or property.** Teams must take full responsibility for all their equipment, and if any is stored on site, it must all be clearly labeled as team property, and be properly secured.
- **Teams must respect one another’s space and equipment.** Please do not take tools or any items, even “just for a minute”, from other teams’ collections.
- AMRoC Fab Lab is located in a public shopping mall and assumes no responsibility or authority for students outside of the Fab Lab. **Teams should have an agreed upon policy for youth regarding use of the mall or the food court area.**

# General Facilities Use Policies

## Objectives of AMRoC Fab Lab

Bound by our Code of Conduct and the Fab Lab Charter, AMRoC commits to programming, resources and access that will:

- Provide a training and talent pipeline for Science, Technology and Manufacturing careers in the Tampa Bay and Central Florida regions,
- Inspire young people to become STEM, Manufacturing and Industry leaders by engaging them in exciting mentor based, diverse and inclusive programs that build science, engineering and technology skills, inspire innovation, and foster well- rounded life capabilities including self-confidence, communication, and leadership skills,
- Give people of all ages opportunities for self-improvement, skills development and economic opportunity through the support of small business/entrepreneurial projects

## Basic Fab Lab User Expectations

### *AMRoC Fab Lab Good Neighbor Policy*

Both members and guests of AMRoC Fab Lab are expected to

1. Share space with others, without prejudice.
2. Be willing to learn new skills and knowledge with minimal assistance, and ask questions when unsure how something works.
3. Share knowledge with those less experienced, if able.
4. Leave workspaces clean and tidy, and return all tools and supplies to their proper places
5. Pay for all consumable materials and supplies that are used. \*
6. Practice the Golden Rule, and respect others' ideas and property.
7. Be creative, enthusiastic, and open to broadening one's horizons.
8. Be respectful of others, and maintain a pleasant atmosphere in the Fab Lab.
9. Have fun, and allow others to do the same.
10. Try to wear a name tag at all times while in the Fab Lab, for safety and to promote a community atmosphere.

\* Material risk and scrap policy. We celebrate experimentation and learning from our mistakes. This means that occasionally projects will not turn out as we wish and materials are scrapped. Members & Guests assume a certain amount of risk for the materials they use for projects whether they have purchased them from Fab Lab or provided their own. If materials are scrapped 1.) Due to a machine malfunction or misguided assistance from Fab Lab staff, AMRoC Fab Lab will generally assume

responsibility and pay for or refund the cost of the materials. 2.) Due to the action of the member or guest, the member or guest will generally absorb the cost of the materials.

### *Basic Safety Policies*

1. When indicated, eye and ear protection must be used in the machine area.
2. When working in the machine shop,
  - no loose fitting clothing
  - no open toed shoes
  - long hair should be tied back
  - remove all jewelry, including earrings
  - wear pants or coveralls or work aprons that safely cover legs and arms where necessary
3. Keep the shop clean and put away all tools and materials where they belong.
4. Report any injury to the Fab Lab staff or instructor. First aid kits are accessible in the shop.
5. No food or open drinks in the machine shop area.
6. Seek Fab Lab assistance when moving new material to and from large machines.

### *Intellectual property*

1. Whatever you create in the Fab Lab belongs to you.
2. As per our member and Fab Lab use agreement, members and guests agree to be photographed with their creations, and understand that photographs will be posted to our website, which other people may see.
3. While AMRoC Fab Lab does not assist directly with the patent process, we have access to resources that can help.

### *Behavior*

1. We take our Code of Conduct very seriously. Please abide by it.
2. This is a community space, so please refrain from using language that could be viewed as offensive.
3. As a Fab Lab user, you are expected to comply with all staff instructions, policies, and signs posted in the Fab Lab.

## Machine Shop Rules

Orientation and training clearance is required for most machine shop equipment use. No equipment can be used without prior approval or badging, nor by youth under 18 without approved supervision.

***AMROC Fab Lab Staff must approve all equipment use by anyone other than Fab Lab Staff.***

### SHOP SAFETY RULES

- Keep the shop clean. Metal scraps should be placed in the scrap bin. Store raw materials and projects. Do not leave any materials or tools on the tables or floor.
- Know the safety requirements of your material.
- Stay focused. Do not permit anyone to distract you. No cell phones, ear buds, or head phones.
- Know what to do in case of a fire. Be familiar with the location of fire exits and fire extinguishers.
- Report any injury to the Fab Lab staff or your instructor. First aid kits are accessible in the Shop.
- Be aware of sharp edges and chips. Always deburr fresh cuts and use a brush to remove chips.
- No food or open drinks.

### Attire

- No loose fitted clothing, loose strings or straps
- Tie up long hair. .
- Closed-toed shoes only. No sandals. Wear shoes you don't mind getting dirty.
- Remove jewelry. No rings, watches/bracelets or earrings.
- Pants, coveralls or work aprons required in the shop.

I have read, understand and agree to abide by all of the above. Agreement must be renewed each year.

Program (FIRST, VEX, etc) , Team Number & Name: \_\_\_\_\_

Coach/Responsible Party Name: \_\_\_\_\_

Coach/Responsible Party Signature: \_\_\_\_\_

Coach/Responsible Party Contact Information (Phone & Email)

\_\_\_\_\_

Date: \_\_\_\_\_