Woodbury University - Making Complex User Agreement

I, (last name, first name) __________________________________________ hereby agree to the following:

General Policies:
Please Initial Next to Each Statement

_____ I agree to follow all published, posted and stated policies of the Making Complex

_____ I understand that policies may change and will abide by said adaptations when necessary

_____ I understand that the Making Complex is a resource open to the entire Woodbury Community, as such every effort will be made to accommodate all students, however, it may not be possible for all students to use the facilities as desired, particularly during peak times

_____ I understand that Making Complex Managers and Student Techs are here to maintain and operate the facilities. Making Complex Managers and Students Techs are NOT here to prepare, run or troubleshoot any student, faculty and/or staff work/projects

_____ I understand that it is my personal responsibility to learn all the necessary procedures, techniques and policies for each machine before I operate it

_____ I agree to make every effort to personally diagnose problems before asking for assistance

_____ I agree to make safety my primary objective

_____ I agree to wear my Making Complex Badge at all times while in the facilities

_____ I agree to check in with a Student Tech before operating any machine

_____ I agree to clean after myself, leaving all machines and surrounding facilities cleaner than before

_____ I understand that the Making Complex is only for Woodbury University related work. Personal projects are never permitted, especially those intended for profit.

_____ I understand that failure to follow any of these policies can and will result in immediate suspension of Making Complex privileges until appropriate reparations are made
Laser Cutter Policies:
Please Initial Next to Each Statement

____ I understand that I must personally make my own appointments; knowing that Students Techs will never schedule appointments for me

____ I agree to only schedule appointments for ONE hour per day, THREE hours per week

____ I agree to show up within the first ten minutes of my appointment; knowing failure to do so allows any standby users to operate the machine

____ I agree to cancel my appointment within two hours of its schedule

____ I understand that failure to use or cancel my appointment will result in a “No-Show” and that THREE “No-Shows” will result in my immediate suspension of laser cutting privileges until I meet with a Student Tech or Making Complex Manager

____ I understand that three additional (six total) “No-Shows” will result in a two-week suspension of my laser cutting privileges, and that three further (nine total) will result in complete suspension for the remainder of the semester

____ I agree to only cut approved materials and understand that it is up to the Making Complex Managers and Student Techs’ discretion to determine appropriate materials

____ I understand that I should never leave the Laser Cutter running unattended. If I must leave or cannot watch the Laser Cutter I must pause the machine and / or have another user monitor it while I am gone

____ I understand that I should never attempt to put out a fire. Instead, I will immediately turn off the machine then inform a Making Complex Manager or Student Tech

____ I agree to take all my materials, including scraps and trash, when I am done; knowing anything left behind will be immediately discarded
3D Printer Policies:
Please Initial Next to Each Statement

____ I understand that 3D Print Consultations are only to insure my model is viable to print; Making Complex Managers and Student Techs are not responsible for troubleshooting modeling errors and will not fix models that are not properly prepared

____ I understand that it is my sole responsibility to model my 3D Print; knowing that Making Complex Managers and Student Techs will never modify my model in any way, other than to send it to the 3D printer

____ I agree to check and fill out my 3D Print Pre-Check before coming into my 3D Print Consultation

____ I understand that if my 3D Print Pre-Check is not completed or done in error I will forfeit my appointment and will have to return only when my model is ready

____ I understand that my 3D print will only be placed in the Print Queue after it has been fully approved by a Making Complex Manager or Student Tech

____ I understand that my 3D Print will be printed in the order that they are approved; if I make any changes after the fact, I will have to restart the process by scheduling a new 3D Print Consultation and will be sent to the end of the queue, no exemptions

____ I understand that typical 3D Prints take approximately 8-12 hours to be printed

____ I understand that Making Complex Managers and Student Techs may need to move, scale and/or otherwise adjust my model when they deem it is appropriate and necessary

____ I understand that 3D prints are fragile and may get damage at any stage throughout the process

____ I understand I will be charged $12.00 per cubic inch plus $6.00 for UPrint trays when applicable, regardless of whether or not my model was damage, exemptions will only be made for machine errors

____ I agree to excavate and clean my model and machine within one hour of its completion during open shop hours, or the beginning of the next day if completed after hours; knowing that it will be more likely to get damaged by Making Complex Managers and Student Techs when they are required to excavate my model

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CNC Policies:
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____ I understand that CNC Consultations are only to insure my model is viable for milling; Making Complex Managers and Student Techs are not responsible for troubleshooting modeling errors and will not fix models that are not properly prepared.

____ I understand that it is my sole responsibility to prepare my CNC model; knowing that Making Complex Managers and Student Techs will never modify my model in any way, other than to send it to the CNC.

____ I agree to check and fill out my CNC Pre-Check before coming into my CNC Consultation.

____ I understand that if my CNC Pre-Check is not completed or done in error I will forfeit my appointment and will have to return only when my model is ready.

____ I understand that my CNC appointment will only be scheduled after it has been fully approved by a Making Complex Manager or Student Tech.

____ I understand that Making Complex Managers and Student Techs will only run previously approved files; if I make any changes after the fact, I will have to restart the process by scheduling a new CNC Consultation and will have to schedule a new appointment, no exemptions.

____ I understand that Making Complex Managers and Student Techs may need to move, scale and/or otherwise adjust my model when they deem it is appropriate and necessary.

____ I agree to show up within the first ten minutes of my scheduled appointment; knowing that if I do not I will be charged $20.00 for not cancelling and preventing others from running the CNC.

____ I understand that typical CNC Mills take approximately 3-6 hours to run and that I should plan accordingly.

____ I agree to never enter the CNC room whenever a job is in process and only when given explicit direction from a Making Complex Manager or Student Tech.

____ I agree to carefully monitor the CNC throughout my entire job. I will never leave the CNC running unattended. If I suspect a problem or must leave the CNC room for any reason I will pause the CNC and inform a Student Tech or Making Complex Manager immediately.

____ I understand that CNC parts may get damage at any stage throughout the process.

____ I understand that I will be charged $15.00 per hour, rounded up to the nearest half hour, based on the estimated run time provided by RhinoCAM.

____ I agree to clean the CNC, surrounding machines and space immediately after my CNC job is completed; knowing failure to do so appropriately will result in a $20.00 cleaning fee. I should allot 15-20 minutes to cleaning after the completion of my CNC Mill.