

## **Cedar Falls Public Library COLLABORATIVE LABORATORY (CO-LAB) POLICY**

Cedar Falls Public Library's Collaborative Laboratory (Co-Lab) is located on the second floor of the Library.

### **Registration**

Cedar Falls Public Library patrons who are cardholders age 18 or older may use the Co-Lab during open lab hours (staffed by library personnel) and by reservation. Patron accounts must be in good standing in order to use the Co-Lab. Outside of open lab hours and library programs, minors may use the Co-Lab with a responsible adult (18 years old or older) who is a registered Co-Lab user with them at all times while using the Co-Lab. A completed Co-Lab User Agreement will be required prior to use of the Co-Lab equipment. In order to complete a User Agreement, a valid Cedar Falls Public Library card and valid photo identification must be presented to library staff.

During library programs staffed by library personnel, no user agreement is required, regardless of the patron's age.

A User Agreement form is attached at the end of this Policy.

### **General Use Policies**

Use of the Co-Lab is subject to this policy, the User Agreement, and all other applicable library policies. Written policies are available at the reference desk and are also available on the Library's website. Failure to abide by all applicable policies, procedures, and staff direction will result in suspension or loss of Co-Lab use privileges.

All equipment available in the Co-Lab must remain in the Co-Lab. The Co-Lab computers and equipment located in and adjacent to the Co-Lab are intended for patrons utilizing the specialized Co-Lab software programs, and are designated as such. The library reserves the right to reassign patrons to other computers in the library if they are not utilizing the Co-Lab computers or equipment for their intended purpose.

Users of the Co-Lab agree to abide by any and all applicable copyright laws and licensing agreements. Furthermore, users agree not to use the Co-Lab in violation of any local, state, or federal ordinances, regulations, or laws.

Library staff will assist patrons using the Co-Lab to the extent that time, other duties, and patron demands will allow. Scheduled library events take priority over all other Co-Lab use.

The Co-Lab closes 30 minutes before the library closes. All work and clean-up in the Co-Lab must be completed no later than 30 minutes before the Library closes. Equipment, programs, projects, etc., cannot be left running or suspended while the Co-Lab is closed.

The library assumes no responsibility for patron projects, whether completed or not. Neither the Library Board, staff, nor the City of Cedar Falls will be responsible for the property of individuals or organizations using the Co-Lab, or take responsibility for storage of materials.

The library reserves the right to charge patrons for consumable items and supplies used in the Co-Lab. If such charges are paid in full, any project worked on by a patron becomes the property of the patron. If the library provides consumable items and supplies free of charge, any project worked on by a patron becomes the property of the patron.

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The Co-Lab may not be used for any commercial purpose.

The library reserves the right to prohibit or restrict the use of the Co-Lab by any person if such use would threaten the safety or welfare of Library patrons, guests, or staff.

**Safety**

Some of the equipment located in the Co-Lab may contain aspects, parts, or components that could cause injury to the user. Patrons should use common sense when operating all Co-Lab equipment and using all Co-Lab materials to prevent injury.

The library is not responsible for loss or damage to the person or property of individuals or organizations using the Co-Lab. Patrons assume the risk of any injury while using the Co-Lab and agree to release, indemnify and hold the library harmless from any claims for personal injury, property damage, or any other loss in connection with the use of the Co-Lab, including the equipment, tools, and materials located there. Users also agree to be responsible for any damage to the Co-Lab or Co-Lab equipment that they cause.

**Food and Beverages**

Covered beverages are allowed inside the Co-Lab. Food is allowed in the Co-Lab only with prior approval of library staff.

**Library address, endorsement**

No organization, without the permission of the Library Director, may list the address of the Cedar Falls Public Library as its official address. Groups may not use the Cedar Falls Public Library name or logo in any way that implies Library endorsement or sponsorship of any non-sponsored activities.

**Reservations**

The Co-Lab is a space for Library sponsored or co-sponsored programs and conferences which meet the Library's civic, informational, educational, cultural, and recreational goals. When not in use for library activities, the Co-Lab is available to individuals and groups. Co-Lab reservations may not be made more than three (3) months in advance. The Library Board neither approves nor disapproves of content, topics, subject matter, or points-of-view of individuals or groups using the Co-Lab.

**Co-Lab Reservation**

In order to reserve the Co-Lab outside of open lab hours for the use of maker equipment, materials, and supplies, the reserving patron must be 18 years old or older and be a Cedar Falls Library cardholder. Groups reserving the Co-Lab are welcome to bring in their own tools, equipment, and supplies.

Reservations can be made any time library staff or registered Co-Lab users are not using the space. Use of the Co-Lab under reservation is subject to the Cedar Falls Public Library Collaborative Laboratory (Co-Lab) Policy.

**Co-Lab Group Reservation (with Co-Lab equipment)**

Any patron reserving the Co-Lab space and equipment for a group agrees to take responsibility for all members of the patron's group during the reserved time.

The reserving patron must complete a User Agreement prior to use of the Co-Lab unless a User Agreement is already on file with the library. Other members of the patron's group are not required to complete a User Agreement unless the reserving patron does not agree to take

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responsibility for all members of the patron's group.

**How to Reserve the Co-Lab**

Reservation forms to reserve the Co-Lab may be obtained and submitted at the reference desk on the second floor of the library, or via the Library's website. The reservation form requires the individual or group name, title of the program, any special equipment needed, the number of people expected, name and phone number of the patron responsible for the reservation, the exact times of arrival and departure, and whether or not the reserving patron has a completed Co-Lab User Agreement on file with the Library.

Reservation forms and the User Agreement are attached at the end of this policy.

**Regulations**

The Co-Lab is available for use from when the library opens to 30 minutes before it closes, and only when Library programming has not been scheduled. Users are responsible for their own set up and breakdown. Clean-up must be completed 30 minutes before the library closes. The Co-Lab must be returned to its original condition immediately after use. No personal belongings may be stored in the Co-Lab overnight. All individuals and groups must take reasonable precautions to avoid damage to equipment, furnishings, floor cover, and other library property. The Library reserves the right to require a damage deposit from groups. Groups should check in at the reference desk before setting up and notify the reference desk when leaving.

The Library reserves the right to refuse reservations. The library does not page or take telephone calls for groups or individuals in meetings at the Co-Lab.

**Meeting Space Reservation**

If the meeting room and conference room are already reserved, the Co-Lab may be offered as a meeting space at staff discretion, so long as the Meeting Room Policy is followed. The projector, laptop, and chairs/tables may be used in the Co-Lab for a meeting. Maker equipment, materials, and supplies may not be used. When used as a meeting space, Co-Lab reservations are subject to the limited number of reservations specified in the Meeting Room Policy. When used for maker activities, the limit on the number of reservations will not apply.

NOTE: The reserving party must complete an APPLICATION FOR USE OF LIBRARY MEETING ROOM (the meeting room application)

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**CO-LAB USER AGREEMENT**

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

Address: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Library Card Number: \_\_\_\_\_

I, \_\_\_\_\_ (full name), have read the Cedar Falls Public Library Collaborative Laboratory (Co-Lab) Policy and this User Agreement, and agree to follow all rules, policies, procedures, and restrictions relating to use of the Co-Lab. I understand that these rules, policies, procedures, and restrictions may change at any time without notice and that I will make myself aware of all changes or modifications of said rules, policies, procedures, and restrictions.

I agree that by signing this Agreement and/or utilizing the Co-Lab, I acknowledge that substantial benefits are to be enjoyed by such use and I also acknowledge that use of the Co-Lab involves risk of harm, including personal injury, property damage, and even death, which I fully assume. I accept as sufficient the level of care and supervision provided by the Library for the Co-Lab, and if I am signing this User Agreement for my minor child or ward, that permission is hereby given for my minor child or ward to use the Co-Lab, and that I or the adult that I assign to supervise my minor child or ward are responsible for the safety of my minor child or ward while using the Co-Lab.

I and my spouse/partner, heirs, legal representatives and assigns hereby absolve, release, and covenant not to sue the Library, the City of Cedar Falls, and their respective employees, elected and appointed officials, and their officers, volunteers, insurers and administrators ("Releasees") from all claims, actions, causes of action, demands, and rights whatsoever, currently known or unknown, which may arise in connection with or which is in any way related to the use of the Co-Lab by me or my child or ward.

I also agree to defend, indemnify, and hold harmless the Releasees from and against any claim, loss, or damage whatsoever, including attorney fees and expenses, that arise out of or are in any way related to the use of the Co-Lab by me or my minor child or ward.

I also understand and agree that I am financially responsible for any and all damage done to Co-Lab equipment which is caused by me or my minor child or ward. I understand that I am responsible for and agree to pay the repair and replacement costs of the equipment resulting from such actions.

I agree to pay for any and all material fees involved in my or my minor child or ward's use of the Co-Lab. Material fees are available at the Reference Desk.

The above applies every time I or my minor child or ward uses the Co-Lab.

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

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Minor Child/Ward Full Name (if applicable): \_\_\_\_\_

Parent/Guardian Information (applicable only for minors)

Parent or Legal Guardian Full Name: \_\_\_\_\_

Parent/Guardian Library Card Number: \_\_\_\_\_

Parent or Legal Guardian Signature: \_\_\_\_\_

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

Staff Initials: \_\_\_\_\_

Additional minor children or wards covered by this agreement (full names):

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**RESERVATION FOR USE OF LIBRARY CO-LAB (Individual and Group Use)**

Name of Responsible Individual: \_\_\_\_\_

Name of Group: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Anticipated Attendance: \_\_\_\_\_

Date(s) of Reservation(s): \_\_\_\_\_

Day(s) of the Week: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Equipment Needs:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

User Agreement on File? YES NO (***signed user agreement is required for Co-Lab use***)

I have read the Collaborative Laboratory (Co-Lab) Policy and Collaborative Laboratory (Co-Lab) Reservation Policy and agree to abide by them and all other referenced policies.

Signature: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Approved? YES NO

Staff Initials: \_\_\_\_\_

Policy Reviewed/Revised: 06/05/2019, 10/5/2022, 05/01/2024