

## **Fab Lab Club & Student Organization Policies**

### **1. Expectations:**

At the Warrior Fab Lab, our main objective is to promote creativity, learning, and personal growth through the use of our resources. Our intent is for users to create their own designs and learn how to use the equipment themselves with the assistance of our staff.

It is important to note that our resources are not intended for mass production services provided by our staff. Instead, we encourage users to take an active role in their projects and develop their skills through hands-on learning experiences.

We expect all users to abide by this philosophy and use our resources in a responsible and respectful manner. Users should not use our equipment to produce items for commercial sale or mass distribution. Our resources are intended for prototyping, personal projects, and learning experiences, and we reserve the right to limit or deny access to our resources if we believe they are being used inappropriately.

By following these expectations, users can create a collaborative and respectful community at the Warrior Fab Lab, where everyone has the opportunity to learn and grow through their shared and personal experiences.

### **2. Reservation and Advance Notice**

To schedule an information session or tour, please have your officers contact the Warrior Fab Lab at [fablab@csustan.edu](mailto:fablab@csustan.edu). Our staff will be happy to provide a guided tour and answer any questions you may have about the facilities and equipment.

For clubs and organizations interested in hosting events in the Fab Lab, we require that you submit a request for use of the facilities and equipment at least one week before the planned event. This advance notice will allow us to ensure that the necessary resources and staff are available to support your event.

Event requests must include an estimated number of attendees, the equipment and materials required, the date and hours the event will take place, and the inclusion of any files to be produced using Fab Lab equipment. Examples of different types of files and the equipment they would be used on include:

- 3D printing files (.stl or .obj) for use on 3D printers
- Laser cutting files (.ai or .svg) for use on laser cutters
- Vinyl cutting files (.dxf or .svg) for use on vinyl cutters

Clubs/organizations interested in using the Fab Lab to produce merchandise (i.e. buttons, t-shirts, etc.) must submit information through the [Club/Student](#)

[Organization Fab Lab](#) [Google Form](#) **at least one day before its use.**

At the Warrior Fab Lab, we understand that every project and event is unique. We encourage officers of clubs and organizations to come in and discuss their project with a staff member in person, in addition to submitting the request form. Our Fab Lab assistants are highly skilled and knowledgeable about the equipment and resources available in the lab and can provide valuable guidance to improve project results, increase efficiency, and reduce waste.

We are committed to ensuring that all users have a positive and productive experience in the Fab Lab, and we understand that sometimes unexpected changes or challenges may arise. If you need to make changes to your event plan, such as the equipment used, number of attendees, or other factors, we ask that you notify us as soon as possible. This will help us to adjust staffing and resource allocation as needed to accommodate your needs.

However, we do ask that any changes to your event plan be made with sufficient notice, as outlined in our advance notice policy. We also request that events not be scheduled within an hour before the lab's closing time without prior approval, to ensure adequate time for cleanup and closing procedures.

It is important to note that all events and projects must comply with university policies and guidelines, and any designs that require review by Communications and Public Affairs must receive approval before being produced in the Fab Lab. Rejected designs must be revised and resubmitted until approved before they can be produced on Fab Lab equipment.

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It is important to note that failure to follow our reservation and advance notice policies may result in a proposal being rejected and/or assistance/services being denied. This includes:

- Failure to submit a request for events/tours
- Not providing sufficient notice as stated above
- Changes to the event plan (equipment used, number of attendees, etc.) without notification
- Scheduling an event within an hour of the lab's closing time without approval
- If the content of an event or its products violate university policy.

### 3. Material Use

We understand that clubs and organizations may have specific needs when it comes to material use. To ensure that we can provide the best support possible, we require that clubs and organizations have their officers, specifically the president and treasurer, reach out to our staff regarding their club's material usage.

Club/Organization officers must complete the provided Google form to let us know if they will be using materials in-house and the associated costs, or if they will be providing their own materials. This information will help us ensure that we have the appropriate materials available and can allocate resources efficiently.

While the Warrior Fab Lab can assist in the design of merchandise items such as t-shirts and hats, we do not provide these materials directly. Instead, clubs and organizations are responsible for providing their own materials for these types of projects. Our staff is happy to provide guidance and support throughout the design and production process, but it is the responsibility of the club or organization to provide the necessary materials. Materials such as vinyl or embroidery thread that will be used to add designs to these provided merchandise blanks do not fall under this category.

We require that all clubs and organizations adhere to our material use policies, which include using materials for educational and personal projects only, and not for commercial purposes. Additionally, all material use must be approved by our staff and must be used in accordance with our safety guidelines.

By following these policies and procedures, we can ensure that our resources are used appropriately and safely. We reserve the right to limit or deny access to our resources if we believe they are being used inappropriately or unsafely. We appreciate your cooperation and adherence to these policies and procedures, and we look forward to supporting your projects and events at the Warrior Fab Lab.