

# MAKERSPACE USE GUIDELINES

Library and Community Services  
800 Alma St., Menlo Park, CA 94025  
menlopark.gov



## Purpose

The makerspace provides Menlo Park community members with physical space and resources to engage in creative projects through hands-on learning and exploration, collaboration among creators, STEM education, and sharing skills and learning from one another.

## Applicability

Entering the makerspace or participating in a makerspace event or class constitutes acceptance of the Makerspace Use Guidelines and all other applicable City policies and guidelines including but not limited to: Library Use Guidelines, Recreation Facility Use Guidelines, Library Meeting Room Use Policy, Facility Rental Policy.

City staff may apply additional rules, requirements, and/or procedures pertaining to the makerspace at any time as needed to preserve public access and foster a safe, productive environment for all, including but not limited to: setting or modifying time limits for members of the public to use makerspace equipment; requiring members of the public to successfully complete training sessions on the safe use of equipment; installing new equipment or removing equipment from the space; restricting or modifying access to supplies and/or equipment; monitoring or restricting access for safety reasons. Any additional rules, requirements and/or procedures the City staff may apply shall be posted in the makerspace for public view.

## Room scheduling priorities

When resolving schedule availability conflicts, makerspace scheduling will be subject to the following prioritization:

1. City of Menlo Park Library and Community Services department hosted events and classes receive first priority for makerspace scheduling.
2. Events or classes that are co-sponsored by the City of Menlo Park receive second priority.
3. Menlo Park-based charitable non-profit organizations receive third priority. For purposes of this policy "non-profit group" means a group that is eligible for tax-exempt status under sections 501(c)(3) of the Internal Revenue Code. Proof of tax-exempt status may be required to establish eligibility.
4. Other groups not described above and not excluded as provided in this policy receive the fourth priority.

## General rules

1. There is no guarantee of equipment availability.
2. All visitors must read, understand, and comply with all instructions, rules, and procedures posted in the makerspace and on equipment at all times.
3. City staff are available to assist with basic troubleshooting of equipment but are not available to provide detailed individual instruction about equipment, applications, materials, or project development.
4. All equipment will be automatically or manually turned off at specified times in advance of the makerspace closing time regardless of the status of the project.
5. Some equipment must be reserved 48 hours in advance
6. Visitors shall not load their own supplies or materials into any makerspace equipment without advance permission from City staff.
7. Some equipment requires City staff to be present while the equipment is in operation
8. Equipment is never permitted to leave the makerspace room at any time, for any reason.
9. Makerspace computers may not be used for internet browsing, video games, streaming video, nor any other general purpose other than applications that directly pertain to the use of makerspace equipment or activities.
10. Disturbing others with loud sound originating from devices is prohibited. Please use headphones when listening to audio on any device inside the makerspace.
11. All 3D print files must be submitted to City staff for review and approval at least 48 hours in advance of the project being printed. City staff reserves the right to refuse any 3D print request for any reason, at the sole discretion of City staff. Appeals may be directed to the Library and Community Services Director, whose decision is final.
12. No storage space is available for works-in-progress. Any projects left in the makerspace without the express permission of City staff shall be considered abandoned and may be discarded.
13. For security reasons, digital files and programs may not be saved or installed on the hard drive of makerspace computers.
14. The City of Menlo Park is not responsible for any loss or damage to user-owned documents, files, projects or equipment.

15. For more information about rules and prohibited activities, see the Library Use Guidelines.

### **Training and release agreements**

Users may be required to complete training and/or tutorials prior to using certain equipment, including but not limited to: 3D printer, laser cutter, vinyl cutter, sewing machines. Users may also be required to complete and sign release agreements prior to using makerspace equipment.

### **Enforcement**

Failure to follow these Guidelines will result in the following actions:

- Individuals will be asked to leave.
- Visiting privileges may be suspended for an extended time period.
- City staff may call local law enforcement to provide assistance in enforcing these Guidelines.
- Illegal activity may result in arrest and/or prosecution in addition to suspension of visiting privileges.
- Customers who return to the facility before a suspension has ended may be charged with trespassing.

### **Policy review**

This policy shall be reviewed at least every four years.

### **Policy history**

Action	Date	Notes
Policy created	March 13, 2025	Administrative policy
Policy recommended	March 17, 2025	Library Commission recommended