



LACEY MAKERSPACE MINOR USE AND VOLUNTEER POLICY

At Lacey MakerSpace, we are committed to fostering a safe and supportive environment where young makers can explore their creativity, gain hands-on experience, and develop valuable skills. Our policies are designed to ensure the safety and well-being of all participants while maintaining access to tools and resources that inspire learning and innovation. Parents, guardians, and chaperones are critical in helping us create this supportive space by supervising and guiding minors as they engage in meaningful projects. No person under the age of 18 may use any equipment in any space without a parent/guardian signed Liability Waiver, Minor Use Policy, and User Agreement.

Guardian Responsibilities

These responsibilities apply to all parents/guardians of minors, including chaperones for youth clubs:

- Complete the online orientation and review the User Agreement, and ensure the minor does the same.
- Both the guardian and the minor must sign the Liability Waiver and the Minor Use Policy.
- Assume all responsibility for the minor's adherence to safety protocols and any damage to equipment or materials during the minor's time in the Makerspace, whether accompanied or not.

Minors Under Age 12

- Access to the Digital Lab and Textiles Lab is allowed only under the direct supervision of a parent/guardian and oversight by staff (or a designated volunteer or instructor), such as during staff-led tours or sanctioned activities (e.g., age-appropriate classes, special events).
- Entry to the Woodshop or Metals Room is strictly prohibited.
- Use of Makerspace equipment is permitted only during events explicitly designed for youth programming and with the express consent and supervision of a parent or guardian.

Minors Aged 12-15

- The parent/guardian must remain physically on-site and actively supervise the minor in all areas of the MakerSpace at all times.
- The membership will be in the minor's name to control access to equipment. The guardian's billing information and credit card will be required.
- Parent/guardian and minor must attend all orientations, classes, etc., together, ensuring that both understand the inherent risks and responsibilities associated with the minor's participation.
- The parent/guardian assumes full responsibility for the minor's participation and safety, including the supervision of the minor's use of equipment and adherence to all safety protocols, risks, and obligations.
- The parent/guardian is responsible for ensuring the minor's competence in using the equipment and overseeing their safe use.
- The minor and parent/guardian must work together on the same project, with no separate projects permitted.

Minors Aged 16-17

As Part of a Family Membership:

- Minors aged 16-17 and their parent/guardian may hold separate memberships and work independently on their respective projects as long as the parent/guardian remains on the premises for the duration of each visit.

- Parent/guardian and minor must attend all orientations, classes, etc., together, ensuring that both understand the inherent risks and responsibilities associated with the minor's participation.
- As the parent/guardian and minor gain proficiency on equipment, minors may work independently in the Digital Lab or Textiles Lab on equipment both have been trained to use, with the parent/guardian remaining on the premises.
- The use of woodworking or welding equipment is permitted only if the parent/guardian is present in the same workspace and actively supervising the minor.
- The parent/guardian is responsible for ensuring the minor's competence in using the equipment and overseeing their safe use.

As Volunteers:

- Minors aged 16-17 may volunteer at LMS, assisting staff with light-duty tasks without a parent/guardian present, provided both the parent/guardian and the minor attend a Volunteer Orientation.
- Minor volunteer access is limited to common spaces (lobby, offices, breakroom, etc.), the Digital Lab, and the Textiles/Classroom space. Minors may enter the Woodshop and Welding areas only to retrieve hand-powered tools and supplies. They may not independently work in these areas.
- Access to equipment within these spaces is permitted only once the minor and parent/guardian have completed proficiency trainings and fully understand the inherent risks and responsibilities of each new piece of equipment and/or process.

HIGH SCHOOL ROBOTICS AND OTHER YOUTH CLUBS

- All attendees must watch the orientation videos, review the User Agreement, and adhere to all LMS safety protocols.
- Attendees must complete the "New Member Sign-Up Form" and receive a membership badge.
- All students and accompanying adults must be properly trained by LMS staff, volunteers, or other designated individuals before using any tools or equipment.
- Use of woodshop or metalworking equipment requires a guardian/chaperone's supervision for minors under 18.
- Ages 16-17: Unaccompanied minors aged 16-17 may use the Digital Lab and Classroom without direct supervision, provided a guardian or chaperone has signed all required waivers and forms.
- Ages 15 & Under: A parent/guardian or chaperone must supervise in all areas.
- Membership will be registered under the club's name, listing the primary chaperone/guardian.
- All charges and fees (e.g., machine time, materials) will be billed to the club's account unless otherwise specified in writing.
- Lacey MakerSpace must be listed as an additional insured on the club's active liability insurance policy. A certificate of insurance must be provided to LMS before any club activities can occur.

MINOR IDENTIFICATION AND POLICY COMPLIANCE

To ensure compliance with age-specific guidelines, all members and volunteers under 18 will be required to wear a clearly visible badge identifying them as minors while on the premises. This badge will help staff and other members easily recognize them and ensure that age-specific policies, including supervision requirements and equipment access, are always followed.

RIGHT TO REVOKE ACCESS

Lacey MakerSpace reserves the right to revoke or limit access for a minor, parent/guardian, individual student, or an entire club if:

- Safety protocols are not followed.
- Behavior is disruptive or poses a safety concern.

- Supervision requirements are not met.
- Repeated failure to adhere to the terms of this policy occurs.

For Minor/Dependent Makers Under 18 (this section must be signed by a parent or guardian):

By my signature below, I acknowledge that I am the legal guardian or other person legally responsible for the Minor (under 18) or Dependent, with authority to sign this Minor Use Policy on behalf of the Minor/Dependent. I confirm that both I and the Minor/Dependent understand the terms of this policy and the responsibilities it entails. I agree to ensure that both the Minor/Dependent and I adhere to all provisions outlined in the Minor Use Policy.

I understand that in addition to this Minor Use Policy, both the Minor/Dependent and I must sign the Liability Waiver to fully participate in LMS activities. Both the Minor/Dependent and I are bound by the terms of both the Minor Use Policy and the Liability Waiver.

I hereby give permission for LMS to use photographs, videos, or recordings of the Minor/Dependent for promotional purposes, and I acknowledge that I am aware of applicable laws regarding the use of minors' likenesses for commercial purposes.

Both the parent/guardian and the Minor/Dependent must sign below to acknowledge their understanding and agreement to the terms of the Minor Use Policy and the Liability Waiver.

Parent or Legal Guardian

Printed Name	Signature	Date
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Full Name of Minor

Printed Name	Signature	Date
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