

The Maker Spot Equipment Reservations Policy

Approved by Library Board June 4, 2015; Revised September 15, 2016

STATEMENT OF PURPOSE

The equipment in The Maker Spot is available for individual use by advance reservation or by walk-ins. The goal of this policy is to ensure that the equipment is being fully utilized by as many people as possible during the hours that The Maker Spot is open.

PRIORITY FOR USE OF EQUIPMENT

Priority for use of The Maker Spot equipment shall be the following:

1. The Maker Spot or North Richland Hills Library Staff
2. Individuals who have made a reservation for a specific date/time
3. Walk-ins, based upon availability

REQUIREMENTS FOR USE

The following requirements must be met by all individuals requesting a reservation of any of The Maker Spot's equipment.

The individual must:

- Be an NRH or NTLC library card holder in good standing in accordance with NRH Library policies
- Have successfully completed all necessary training for the desired equipment
- Must not have any outstanding Library fines in excess of \$24.99

RESERVATIONS

The Library Director, or a designated library staff member of The Maker Spot, shall have overall responsibility for reservations.

The following guidelines will be considered when reservations are scheduled:

- Reservations may not be made more than seven days in advance
- Based on availability, applicants are limited to no more than 2 reservations per week
- Concurrently scheduling multiple pieces of equipment is not allowed
- Work on the equipment should conclude and the user should clean and restore the work station 15 minutes prior to the end of a reservation time.
- Notice of cancellation must be given at least 24 hours in advance of a reservation. Cancellation of a reservation without 24 hours' notice may result in the denial of future reservations. If a reservation is cancelled due to inclement weather, an applicant may re-schedule to an available date.
- Failure to arrive for a reservation within 30 minutes of the reservation time may result in a cancellation of the reservation and the equipment will be made available to other Makers.

GENERAL RULES OF USE

The following General Rules of Use apply to any facility users:

- Applicants are expected to abide by The Maker Spot Usage Policy at all times.
- Individual reservations may be made only during hours The Maker Spot is open.
- Groups may schedule a training or demonstration of any equipment in The Maker Spot. To schedule a training and/or demonstration, please contact the library. Trainings and/or demos will be offered based on staff availability.