

# MIT Program in Art, Culture & Technology

## Shop User Contract

The terms in this contract are general and a level of common sense is assumed in persons working. You are responsible for your own safety and that of others in the room. This shop for use by ACT undergraduates, graduate students, faculty and staff. No person shall operate any machines without a signed contract.

### 1. Safety Regulations.

- a) Never work alone.
- b) Be aware of how to stop the machine you're planning to use, and how to call for help (dial 100 from any MIT phone for medical, police, and fire emergencies).
- c) Safety glasses are your responsibility. You may not work in this space without them. If there aren't any available when you enter the shop, its no excuse to work without them.
- d) Long hair should be tied up, neck-ties removed, loose clothes should be tightened, and dangling jewelry should be removed. These can all get caught in the machines and result in severe injury or DEATH.
- e) Do not leave tools lying around when you're done. Put them in their proper home.
- f) Always know the safe operation of the machines you wish to run. Never pretend you have experience with a machine. For example: If you have used a table-saw or chop-saw a few times, it does not mean you have been trained to use it. If you are unfamiliar with a particular machine or tool, contact Seth AVECILLA for the appropriate training.
- g) Do not make parts in haste. Plan your job and procedures in advance. Determine what special tools you may need.
- h) You are required to report all issues, accidents, and tool breakages to Seth AVECILLA [sethcm@mit.edu]
- i) You will not grant permission for any use of this facility. Access to this machine shop is through the shop administrative group only.
- j) No food or is allowed in the shop.
- k) No beverages are allowed in the shop.
- l) No Alcoholic beverages in the shop at any time.
- m) **You are required to clean any machines you may have used, sweep & vacuum your work area, including the floor BEFORE YOU LEAVE.**

### 3. Shop Hours

Undergraduate Students	Shop hours are 9 AM to 5 PM weekdays. The shop is closed weekends, holidays and at night. Even during open hours, DO NOT WORK ALONE
Graduate Students	May use the shop outside of supervised working hours only after receiving training & provided they DO NOT WORK ALONE.
Classes	Access to the shop may be limited during scheduled classes, which have priority for use of the space.

### 4. Tools and Materials

- a) Tools in the shop are the responsibility of the user. If they were missing when you came in, tell us. If it is broken we will do our best to replace it. Do not remove any tools from the shop. We may be able to loan some special tools. An ID is required for any tool loan. This will be handled on a case by case basis. Plan ahead for tool needs.
- b) Materials are not provided, unless it is a class exercise. Shop staff may be able to direct you to resources and vendors to purchase materials. There are designated scrap areas but they are not to be relied upon.
- c) Do not store any projects, materials, or equipment in the shop without permission & a completed ACT tag. You must remove projects to leave the space available for other users.

Violation of any of the above or improper use of the machine shop may result in loss of access to this facility. The workshop is evolving. More machines and tools will be added over time. A degree of responsibility in maintaining the shop is assumed on the part of the students using the facility. This includes cleaning up after oneself, returning tools to their appropriate locations, not leaving parts in the machines overnight, etc.

NAME(PRINT): \_\_\_\_\_

EMAIL: \_\_\_\_\_

OFFICE LOCATION: \_\_\_\_\_ PHONE: \_\_\_\_\_

TODAY'S DATE: \_\_\_\_\_ UROP?(y/n): \_\_\_\_\_

ADVISOR / PROFESSOR NAME: \_\_\_\_\_

STUDENT SIGNATURE: \_\_\_\_\_