

Guidelines / Policy for Maker Space Lab Service

1. Objective :

To define a guideline / policy for access to AIC MIT ADT Incubator Forum-Maker Space - Machine / instruments / Equipment / Tools / Design Centre & other service / facility.

List of Machine/ Equipment/ Tools / other facility is mention in **Annexure A** & Machine Service Rate Card / Pricing Sheet is mention in **Annexure B**.

2. Scope :

AIC MIT ADT Incubator Forum - Maker Space can be availed for carrying out lab work related to engineering, science, technology, entrepreneurship, business/venture development, education and same field related activities, And only support user with scientific data.

Maker space is not an accredited testing lab and does not provide any certificate. The data created or prepared cannot be used for any certification / approval.

3. Eligibility :

AIC MIT ADT Incubator Forum Maker Space facility/services are open to all incubate and pre-incubate, and for non-incubate / students / Faculty and other staff of MIT ADT University, However the priority shall be given to request/appointment form incubate and pre incubation team first.

4. Process for availed the Lab Service :

- 4.1 Fill the Maker Space Membership Application Form and Submit to AIC MIT ADT Incubator Forum Maker Space Authority (Manager – Maker Space).
- 4.2 Requester shall take appointment for required Machine / instruments / Equipment / Tools / Design Centre & other service/facility each time separately.
- 4.3 Requester shall provide 2D drawing or executable design file of prototype / job work and Fill the details of process required for work with technical data in Job Sheet (SF_AIC_00).
- 4.4 Maker Space staff /Technical Assistant will provide Cost of Work Estimate to requester in Job Work Estimate Form (SF_AIC_00) with reference of Machine Service Rate Card / Pricing Sheet (Annexure B).
- 4.5 Requester shall pay the amount of estimated cost to account department and collect bill of work or Receipt (SF_AIC_00) and submit to Maker space staff / Technical Asst.
- 4.6 Maker Space staff /Technical Assistant allocate workstation of Machine / instruments / Equipment / Tools / Design Centre & other service/facility for manufacturing of prototype / job work as per the details given in Job Sheet.

- 4.7 Requester must fill Lab Logbook before starting work with details of allocated workstation with Machine / Equipment / Tools / Design Centre & other service/facility kept in each Maker space lab area.
- 4.8 Requester must inform any damage / failure of any Machine / instruments / Equipment / Tools / Design Centre & other service/facility to Maker Space staff /Technical Assistant.
- 4.9 Requester must vacate allocated area in Maker Space and clean up all the working spaces at the end of every working day to the satisfaction of Maker Space staff.

5. Terms and Condition :

A : General Condition :

1. AIC MIT ADT Incubator Forum-Maker space lab - Machine / instruments / Equipment / Tools / Design Centre & other service/facility offers for prototyping purpose only. The activity held at maker space area shall be in tune with intellectual environment.
2. AIC MIT ADT Incubator Forum-Maker space does not offer to certify or confirm data in front of any agency or any court of law or legal compliance.
3. AIC MIT ADT Incubator Forum-Maker Space has limited resources and space, in this context, maker space authority / staff retains the right to refuse application without providing a reason.
4. Prototyping/ experiment process can fail for various reasons, Maker space shall not be liable for the loss/damage material/sample and time in this case.
5. This Guideline/Policy is applicable for Maker Space services only during the official working hours of AIC MIT ADT Incubator Forum.

B : Payment Terms :

1. For registered incubated start-up/company, Maker Space Lab– Machine / Equipment / Tools / Design Centre & other service/facility are free of cost.
2. For non-incubate / students / Faculty and other staff of MIT ADT University shall pay the cost of used facility/service in Maker Space Lab as per mention in the Machine Service Rate Card / Pricing Sheet **Annexure B**.
3. Reservation /Booking / Appointment once made shall not transferred to another person /entity.

C : Uses Terms :

1. User shall ensure that the Instruments/ Machine / Equipment / Tools / Design Centre and all the surrounding area shall be used properly and not damaged in any way and that the area is left clean at the time of handing over the workstation back to the authorized representative of AIC MIT ADT Incubator Forum - Maker space.
2. Any damage to the property, equipment and accessories in the Maker Space shall be made up as per the prevailing costs without demur by the user.

AIC-MIT ADT Incubator Forum

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3. AIC MIT ADT Incubator Forum-Maker Space shall maintain records of Maker Space Labs and Instrument / Machine / Equipment / Tools / Design Centre Usage for each User. These will be made available to the User prior to billing.
4. AIC MIT ADT Incubator Forum-Maker Space reserves the right to deny use of its services at its sole discretion, without providing any reason whatsoever. In case of scheduling conflicts, AIC MIT ADT Incubator Forum will be the sole and final authority on the rental schedule of the Maker Space.
5. All Users of Maker Space services must follow the standard operating procedures (SOP) and Working guidelines laid down by AIC MIT ADT Incubator Forum. Violation of these guidelines will result in immediate termination of services.
6. AIC MIT ADT Incubator Forum-Maker Space does not guarantee the continuous and proper functioning of the equipment in the Maker Space.
7. AIC MIT ADT Incubator Forum- Maker Space will consider (but not guarantee) the provision of Space for the User to store their materials overnight. However, it is not liable for any damage or theft of materials stored in the Maker space lab area.
8. All consumables, supplies, safety-ware etc. will be brought by Users at their own expense; AIC MIT ADT Incubator Forum- Maker Space will not be responsible for the provision of the same.

6. Attachments -

Annexure A : List of machine/ equipment/ tools / other service

Annexure B : Machine Service Rate Card / Pricing Sheet

Annexure C : Application Form: Maker Space Service Membership

7. Revision History Details -

Change / Amendment History			
Rev No.	Rev Date	Details of Change / Amendment	Reason of Change/ Amendment
00		Original Document Release	New Policy introduced

Originator: Mr Sameer Punaskar (Manager)	Approved by: Dr. Mohit Dubey (CEO)

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