



FACILITIES & EQUIPMENT USE AGREEMENT

411 South Main Street • Lombard, Illinois • (630) 627-0316 • helenplum.org

The Helen Plum Library (“Library”) offers use of Studio 411 facilities and equipment by Library patrons at the Library. In consideration for being permitted to use Studio 411 facilities and equipment, I understand, agree, represent, and acknowledge that:

1. I have read and agree to abide by all Studio 411 guidelines. I recognize that guidelines are subject to change. It is my responsibility to read and uphold all updated terms, and I will refer to the website for up-to-date information.
2. I will comply with all Library policies and all State, Federal, local laws, including intellectual property laws (copyright, trademark, patent, etc.), while using Studio 411 and its equipment.
3. I understand that staff may pause, halt, or disallow any project at any time for any reason.
4. I understand that permission to use Studio 411 resources does not imply any form of Library endorsement regarding content, ideas, or subject matter.
5. I will follow all provided equipment manuals, machine instructions, posted safety notices, and verbal safety requests from Staff.
6. I will not use Studio 411 facilities or equipment if I am feeling unwell, tired, or under the influence of substances that could affect my judgment or safety.
7. If I have a problem with equipment, I will stop working on my project and immediately report any incident, accident, or malfunction to Studio 411 Staff.
8. I understand that Helen Plum Library is not responsible for any damage to or loss of personal property or files while using Studio 411.
9. I shall be financially responsible for any damage to Library property that results from negligent, reckless, or improper use of equipment.
10. I must have Studio 411 Staff permission to bring guests and accept that permission is not guaranteed. I will not allow approved guests to operate equipment, and I will ensure they follow all guidelines.
11. I understand that any violations of this agreement may result in total loss of my Studio 411 privileges, subject to the discretion of the Executive Director.
12. Use of Studio 411 facility and equipment includes or may include known and unknown dangers and risks, including but not limited to the use of tools, machines, electrical equipment and/or heating equipment.

My initials confirm that I have read the above:

Agreement continues on next page...

13. I assume full responsibility for any and all personal injuries or property damage, up to and including death, which I may suffer, or which may occur during or related to my use of Studio 411 facilities and equipment.
14. Neither the Library nor its Trustees, Officers, Employees, and Agents shall be liable for any personal injuries, property loss, or damages which I may suffer in connection with my use of Makerspace facilities or equipment.
15. Supervision of Studio 411 by Library staff does not constitute knowledge, or acknowledgement, of the final use of any product created, nor of the lawful status of said products; Helen Plum Library specifically disclaims any knowledge thereof.
16. I fully and forever release and discharge the Library, its Trustees, Officers, Employees, or Agents and agree to indemnify, defend, and hold them harmless from any and all claims, causes of action, losses, attorneys' fees, costs, or other damages resulting from, arising out of, or relating in any way to my use of Studio 411 facilities or equipment.
17. I give the Library permission to use my photograph, video, images, likenesses, and edited versions of the same for the Library's purposes.

**I have read, understand, acknowledged, and agree to the above stated terms;
I voluntarily agree and intend to be legally bound by them.**

Printed Name:

Library Card #:21502

Telephone #:

Email Address:

Signature: