**General Policies**

* **The Edge’s Open Lab is not a cutting/printing service Participants are required to remain on site supervising the job on the printer/ cutters. Any enquiries print/cutting service enquiries should be referred to Program Support Officer for a Fee For Service quote.**
* **Fabrication Lab users are not to start print/ cut jobs or any other process that will not be complete before advertised closing time.**
* **Fabrication Lab Users are to clean up after themselves and respect other users right to feel welcome, be productive and enjoy the space.**

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| **Facility** | **Customer info**  | **How flexible are we willing to be?** |
| **Requirement** | **Booking Length** | **Max No**  | **Cancellations**  | **Late arrival** |
| **3D Printers**  | Complete induction and relevant paperwork | Maximum of two bookings per week, for up to 6 hours during opening periods | 4 | Customers can manage own bookings on website. Email and phone cancellations should be passed on to Fabrication Lab Supervisor  | If customer is late for a booked session we ask them to let us know when they will be arriving. If we do not hear within 30 mins of the start time, their booking may be cancelled to allow others to use the facility. | Advance bookings are restricted to 1 machine, to make sure everyone has the opportunity to access the facilities. Fabrication Lab Supervisor is empowered to make a second printer available to customers if the space is not in high demand. |
| Customers will only use filament purchased/ supplied by The Edge. Requests to use other filaments need to be forwarded to the Creative Manager 14 days in advance. You may be asked to provide a sample of material for testing purposes prior to approval. Customers seeking to use the 3D printers for more than the listed maximum weekly booking limits can apply to the Creative Manager to seek extended access. Applications for extended access should be submitted in writing 14 days in advance of first booking.  |
| **Laser Cutter**   | Complete induction and relevant paperwork | Maximum of 2 hours per day and 2 bookings per week, during opening periods | 1 | Customers can manage own bookings on website. Email and phone cancellations should be passed on to Fabrication Lab Supervisor  | If customer is late for a booked session we ask them to let us know when they will be arriving. If we do not hear within 30 mins of the start time, their booking may be cancelled to allow others to use the facility. |  |
|  Customers will only use materials purchased/ supplied by The Edge. Requests to cut/etch any other materials need to be forwarded in writing 14 days in advance. You may be asked to provide a sample of material for testing purposes prior to approval. Customers seeking to use the Laser cutter for more than the listed maximum weekly booking limits can apply to the Creative Manager to seek extended access. Applications for extended access should be submitted in writing 14 days in advance of first booking.  |
| **Sewing Machine**  | Complete induction and relevant paperwork | Maximum of one machine for up to 6 hours during opening periods | 10 | Customers can manage own bookings on website. Email and phone cancellations should be passed on to Fabrication Lab Supervisor  | If customer is late for a booked session we ask them to let us know when they will be arriving. If we do not hear within 30 mins of the start time, their booking may be cancelled to allow others to use the facility. | Advance bookings are restricted to 1 machine, to make sure everyone has the opportunity to access the facilities.  |
| Customers seeking to use a sewing machine for more than the listed maximum weekly booking limits can apply to the Creative Manager to seek extended access. Applications for extended access should be submitted in writing 14 days in advance of first booking. Experienced users inducted to use sewing machine are also able to use overlocker by appointment. FBS are not expected to provide any other support overlocker can be complicated.  |
| **Hand tools and Soldering Irons**  | Complete induction and relevant paperwork | Maximum of up to 4 hours during opening periods. | 5 | Customers can manage own bookings on website. Email and phone cancellations should be passed on to Fabrication Lab Supervisor  | If customer is late for a booked session we ask them to let us know when they will be arriving. If we do not hear within 30 mins of the start time, their booking may be cancelled to allow others to use the facility. |  |
| Customers seeking to use the tools for more than the listed maximum weekly booking limits can apply to the Creative Manager to seek extended access. Applications for extended access should be submitted in writing 14 days in advance of first booking.  |