



The Innovation Centers at Cuyahoga County Public Library (CCPL) are creative, collaborative and educational spaces that provide access to advanced software, emerging technologies, production studios and co-working spaces. **Please review the guidelines set forth below. Acceptance of and compliance with these provisions is required for your use of the space, tools, equipment and materials provided within.**

INNOVATION CENTER INNOVATOR AGREEMENT:

1. Prior to using the Innovation Center, Innovators must (a) complete an Innovator Agreement form; (b) sign a release and hold harmless agreement; and (c) verify his/her identity with valid photo ID and/or library card.
2. Innovators must participate in a mandatory orientation session in order to use the equipment/tools/materials in the Innovation Center.
3. Innovators must sign in with library staff each time they enter the Innovation Center.
4. Young children are the responsibility of their parents or caregivers and may not be left unattended in the Innovation Center. Parent/caregiver supervision is recommended for all minors, as the Innovation Center contains potentially dangerous tools.
5. CCPL will make applicable safety supplies available in the Innovation Center, including safety goggles, ear plugs, first-aid kits and fire extinguishers.
6. CCPL does not accept responsibility if an Innovator's personal property or project is destroyed, does not print correctly or does not work.
7. The Innovator agrees that if any tool or piece of equipment becomes unsafe or in a state of disrepair, he/she will immediately discontinue use and notify CCPL staff.
8. Innovators must report any accident/incident that occurs in the Innovation Center to a staff member.
9. Innovators should use the Innovation Center in a courteous, reasonable and responsible manner. When using the equipment, please limit your use to one project if others are waiting. Innovators may not use equipment for projects that are inappropriate in a public setting or that create a disturbance. CCPL reserves the right to halt, delete or disallow the creation of items that violate Library policy, including the creation of weapons and illegal items.
10. Innovators will follow all applicable intellectual property laws, including all copyright laws. Innovators are responsible for obtaining their own protections for any intellectual property developed in the Innovation Center.

The Library will make limited materials available for purchase. Innovators are encouraged to bring approved materials for their own use. A materials list is available upon request.

Name	Library Card Number
Street	City, State ZIP
Phone	Email
Signature	Date

Parental Consent for Minors

FOR STAFF USE ONLY:

INNOVATION CENTER

AUDIO STUDIO

VIDEO STUDIO