



Policies & Procedures

Membership information and Application:

Welcome to the Eastern New Mexico University-Roswell iCenter. By becoming a member of the iCenter you are going to have access to state of the art technology as well as traditional tools and machinery useful for multiple applications. The only limitations are your own creativity. Here you can imagine, design, create and develop projects as well as collaborate with other people who have a shared interest in exploring innovative ideas.

Agreement:

The Agreement between the ENMU-Roswell iCenter and its users/members are outlined in the following sections. User/member signatures are required as acceptance of the terms of use. If users/members are subscribing to a “family plan” the signature of the legal guardian implies consent for any listed minor children. This agreement is binding for the term of the user/member subscription. As the iCenter grows and adds additional technology there will be changes to the operational procedures and policies as well as additional safety requirements. The number one goal of the iCenter is to provide a safe working space to allow and empower users/members to create, innovate, build and collaborate. ENMU-Roswell reserves the right to revoke memberships if the member is not abiding by the terms of this agreement or violates safety policies. Any member who misuses equipment that results in damages will be charged for repairs or replacement.

Contents of the Agreement:

- Membership agreement
- Fee Schedule
- Liability Waiver
- Membership Registration form
- Safety Policies and procedures

Standard Hours:

Standard business hours are subject to change based on the needs of members and special requests:

1:00-9:00 pm Tuesday-Friday

10:00 am-6:00 pm Saturday

Every Tuesday through Friday is open to anyone who wants to participate and/or visit the iCenter; however, only members and students will be allowed to use the equipment. Users/members are required to complete safety and

equipment operations courses to use machines. The iCenter may be available at other times for classes and related events. There may be specific classes working in the iCenter during standard hours and specific areas of the iCenter may be reserved for exclusive use. If you have a project, course or would like to reserve the iCenter for an event call the iCenter Coordinator, Raif Henrie at (575) 624-7236 or e-mail us at iCenter@roswell.enmu.edu to request specific times and dates. Hours will also vary around Campus schedules for Holidays and breaks.

Expendable Supplies:

Expendable supplies are not available on site and must be purchased by the user/member. These include, but are not limited to: tape, sticky glue, paper, pencils, thread, etc. The iCenter has a small inventory of basic supplies and materials for sale to members as a convenience. These will be available for purchase from one of our student assistants or the iCenter Coordinator. These supplies are available on a first come-first served basis and there is no guarantee they will be available for users/members. If your project requires several supplies, we recommend you bring these with you. A few small lockers will be available to rent if you want to keep supplies on site; but again this is on a first come-first serve basis.

Materials:

Materials are items that are used to complete a project and include, but are not limited to: wood, plastic, metal, fabrics, vinyl, hardware, fasteners, paint, electronic components, etc. If you cannot provide the required materials, they may be available for purchase at the iCenter. The iCenter Coordinator will have a list of costs for materials as well as necessary instructions for ordering material that may not be readily available. Any unwanted or extra material will be maintained in designated areas for use by other users/members. Prior to use of materials the iCenter Coordinator must be made aware of the material being brought into the iCenter and used for projects to ensure the safety of the users/members and others. Unidentified material may not be used due to the sensitive technology in the iCenter.

Learning:

Many projects require the use of digital files and software. The iCenter has a number of software programs available in both 2-d and 3-dimensional applications. Additionally, access is available for CAD and other computer operations in our Design areas. Although these are relatively easy to learn, iCenter staff will assist users/members as time allows, to make the most of their ideas the iCenter will offer classes on using the computers and the software so user/members can acquire/refresh those skills necessary to successfully complete the projects. Contact the iCenter Coordinator to schedule a seminar.

Scheduling:

Members should schedule time on Level 4 and 5 Machines at least 12 hours in advance of using the equipment. If there are no scheduled users, then other members can use them at that time. All other machines will be available on a first come-first served basis. Generally, machines will have a one-hour time limit. This will allow multiple users to access the machines. Level 4 and 5 machines have a longer processing period which requires advance reservations. Members may use the machines for more than one hour per day based on need and accommodation of other members.



As a member of the ENMU-Roswell iCenter I will:

1. Be willing to share the space with others, without prejudice
2. Be willing to learn new skills and knowledge with minimal assistance and ask questions if I am unsure how something works
3. Share my knowledge with those less experienced.
4. Leave my workspace clean and tidy, and return all tools and supplies to the right place
5. Pay for all consumable materials that I use.
6. Practice the “Golden Rule” and respect others ideas and property.
7. Be creative, enthusiastic and willing to broaden my knowledge.
8. Be respectful of others and maintain a pleasant atmosphere in the iCenter
9. Have fun and allow others to do the same
10. Have my membership ID visible at all times while in the iCenter for safety and to promote an atmosphere of collaboration and community.



Membership schedule

The ENMU-Roswell iCenter is available to members of the community as well as students, faculty and staff at ENMU-Roswell. Membership allows use of the facility and materials/consumables may be available for purchase at the iCenter. Any proceeds from membership and sale of items are used for the future sustainability of the iCenter.

Joining the iCenter:

The iCenter offers several membership options to suit the specific needs of the individual user/member. The basic membership is available to individual adults. If you need to reserve specific times on machines you are required to have a premium membership plan. We also offer discounted family, student, educator and artist memberships as well as group and family membership plans. All members are required to attend safety and machine operating classes at no additional cost. Seminars will also be available and will be posted on the ENMU-Roswell iCenter web page.

Cancellation Policy: Members Credit/Debit cards will be billed recurring on a monthly basis unless members notify the iCenter/ENMU-Roswell Business office. Cancellation of membership will be prorated based on date of cancellation.

All Membership Levels:

Membership includes access to the iCenter during posted hours, complimentary safety and machine orientation courses, access to seminars, instruction of equipment, special invitations to events and activities and one free guest visit per week. All memberships require members to purchase their own consumables. **All levels of membership require users to complete applicable safety training and complete a membership application packet. The iCenter reserves the right to waive membership fees in exchange for qualified members to provide instructional or operational service. Contact the iCenter coordinator for details.**

Individual Membership: \$40.00/month or \$400.00 per year

Valid for one month/year from date of purchase

Includes use of the iCenter machinery as available

Must be 14 years of age or older (restricted access to machines under 18 years of age).

Premium individual membership: \$65.00/month \$650.00 per year

Valid for one month/year from date of purchase

Includes priority reserve use of machines/equipment for up to one hour per day (five hours per week), totaling no more than 10 hours per week on all machines.

3D printer allowance of \$10.00 per month for filament.

Must be 18 years of age or older

Staff/Educator/Artist* membership: \$30.00/month or \$300.00 per year

Valid for one month/year from date of purchase

Proof of current student enrollment, educator ID or artist resume required.

Must be 14 years of age or older (restricted access to equipment under 18 years of age)

Separate fees are not required by the iCenter but course lab fees may apply

*Artists must be approved by iCenter Staff

Family Membership: \$100.00/Month or \$1,100.00 per year

Valid for one month/year from date of purchase

Include two named adults and up to five children residing at one address

Children under 14 must be accompanied by adult member during iCenter visit (see individual access)

Premium Family Membership: \$125.00/month or \$1,300.00 per year

Valid for one month/year from date of purchase

Includes two named adults and up to five children living at the same address

Children under 14 must be accompanied by an adult member at all times during iCenter visit.

Premium individual access applies

Sustaining Sponsor: \$500.00 per year

Offered for those not wishing to use iCenter machinery/equipment but desiring to help with sustainability.

Includes special invitations to all iCenter related events and activities.

Business and Corporate membership

Business and Corporate memberships can be customized to meet the needs of the company and are available upon request.

Storage can be rented from the iCenter for some supplies. Rates are available at the front desk in the iCenter. Due to the limited amount of storage space only project materials are allowed. Any material not properly stored may be placed in the community bins for other members to use as needed.

Consumables are the responsibility of the individual members. Anything that will leave the iCenter with the member is consider a consumable. While the iCenter may have some of these products available it is in the best interest of the member to purchase these items prior to using the iCenter.

If a member damages a machine either knowingly or negligently, they will be responsible for the repair cost for that machine. Membership and all accounts may be suspended until the charge for the repairs is paid in full.



Model release for Photography and/or Video imagery

For valuable consideration received, I grant ENMU-Roswell iCenter the absolute and irrevocable right with unrestricted permission concerning any photography or video taken of me or in which I may include others with me to use, reuse, publish and republish in whole or in part, individually or in connection with other material, in other media (including internet, promotional material, advertising, editorial or trade) without restriction to alteration and to use my name in connection with any use. ENMU-Roswell iCenter will not publish the names of any members under 18 years of age.

I release and discharge ENMU-Roswell iCenter from any and all claims and demands that may arise out of or in connection with the use of photography or video, including without limitation any and all claims for liability or violation of any right of publicity or privacy. This authorization and release shall also inure to the benefit of heirs, legal representatives, licenses and assigns of the photographer as well as the persons for whom he/she took the photographs/video. I am a legally competent adult and have the right to contract in my own name.

I have read the document and fully understand its contents. The release shall be binding upon me and my heirs, legal representatives and assigns.

Name:

Printed: _____

Signed: _____

Date: _____



APPLICATION FOR MEMBERSHIP

Member Type:

<input type="checkbox"/>	Premier Individual 650.00 Year	<input type="checkbox"/>	Premier Individual 65.00 Monthly
<input type="checkbox"/>	Individual Membership 400.00 Yearly	<input type="checkbox"/>	Individual Membership 40.00 Monthly
<input type="checkbox"/>	Premier Family 1,300.00 Yearly	<input type="checkbox"/>	Premier Family Membership 125.00 Month
<input type="checkbox"/>	Family Membership – 1,100.00 Yearly	<input type="checkbox"/>	Family Membership – 100.00 Monthly
<input type="checkbox"/>	Staff-Educator-Artist* - 300.00 Yearly	<input type="checkbox"/>	Staff-Educator-Artist* - 30.00 Monthly

For **Individual** membership types, use this signature box

Member Name (Print Name)

Member Signature

Date

iCenter Staff

For **Family*** membership types, use this signature box

Adult Family Member (Print)

Adult Family Member Signature

Adult Family Member (Print)

Adult Family Member Signature

Date

*Artists require approval from iCenter

Minor Children living at Home

Name

Age

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

*Adult signatures above are made on behalf of the children listed

Please provide the following contact information:

Name: _____

Mailing Address: _____

City, State, Zip: _____

Phone & E-mail: _____