



GOCREATE

A KOCH COLLABORATIVE

GoCreate Membership Terms and Conditions

1. General Information

Thank you for your interest in becoming a member of GoCreate.

GoCreate is a premier makerspace open to creators of all ages and experiences. You don't have to be a student or alumni or engineer or egghead to make it here. You only need a membership, an idea and the will to make it happen. The 18,000-square-foot space offers sophisticated tools and equipment — beyond the reach of most DIYers — and expert training and a supportive community that can help make your prototypes, projects and dreams come true.

This agreement is binding for members. Any changes to this agreement, or to the facility procedures and policies, will be communicated in writing to members.

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2. Studios, Tools, Capabilities, Equipment, Amenities

Studios

- 3-D Print and Scan
- Design
- Electronics
- Finishing
- Metals and Welding
- Textiles
- Wood and Foam

Tools, Capabilities and Equipment

- Idea Acceleration
- Computer and Design Zone with design software and 3D printing
- Digital fabrication tools including 3D printers, laser cutter, vinyl cutter, and many CNC machines
- Woodworking: Planer, lathe, shaper, wide-belt sander, scroll saw and more
- Metalworking: Mills, lathes, ironworker, sheet metal machines, and more
- Welding capabilities
- Sanding and grinding
- Electronics area with a variety of equipment
- Finishing room with sandblaster, polishing wheels, and buffers

Additional Member Amenities

- Assembly area with benches and vices for individual or group projects
- Early and late hours to accommodate diverse schedules
- Designated parking area
- Storage lockers available for rent for projects or materials
- One guest pass per week to share the GoCreate experience with others
- Access to additional specific WSU machines outside GoCreate at additional cost

To become a member of GoCreate, complete the online registration process. You may also print and complete the registration forms and return them to the GoCreate office.

3. Hours

Standard hours are shown below. Please note that hours may vary around holidays. The hours of operation are posted on the GoCreate website at GoCreate.com and any changes or updates will appear there.

Day	Open	Close	Closed Holidays
Sunday	1 pm	6 pm	New Year's Eve/Day, Easter, Memorial Day, Independence Day, Labor Day Thanksgiving, and Christmas Eve/Christmas
Monday	Closed		
Tuesday	9 am	9 pm	
Wednesday	9 am	9 pm	
Thursday	9 am	9 pm	
Friday	9 am	9 pm	
Saturday	9 am	9 pm	

Early Closures

GoCreate will have shorten hours around holidays. Below are dates GoCreate will be open from 9 am to 5 pm.

November 23rd, 2018
 December 23rd, 2018 (CLOSED)
 December 26th - 30th, 2018
 July 3rd, 2019

4. Closing in the Event of Severe Weather or Other Emergency Situations

In the event of severe weather or other emergency situations, GoCreate will mirror Wichita State University's closing status. Please check local news/radio stations, or social media for unexpected closures. Closures will be mentioned as Wichita State University (WSU).

5. Scheduling

GoCreate has an abundance of machines and computers. If you want to spend hours on a specific task, you are welcome to as long as you are not preventing someone else from completing a task. If you have occupied a machine for more than 30 minutes, you will need to limit yourself to the end of the next half-hour on a specific computer or machine if there is someone waiting.

Level 4 and 5 machines have longer time limits, can accommodate longer processes, and should be scheduled in advance. (See Machine Access Policy section below for more information about machine levels.) Members can use level 4 and 5 machines up to 2 hours per machine per day. If no members are scheduled to use a specific machine, it may be used at that time. All machines besides computers can be reserved online. Arriving more than 15 minutes late for your reservation will result in loss of reservation. This is to guarantee availability of equipment except when reserved. If the machine is not reserved it may be used on a first served basis. If a member needs access to equipment for an extended period of time, please consult with staff.

6. Membership Fees

Membership cost per month	\$125
Discounted membership cost per month for:	
Veteran/Active Military/Senior Citizen	\$99
Student/Staff/Educator	\$83
Membership Add-On's	
Household Membership (Additional)	\$50

*Contact the GoCreate office with questions about eligibility

Payment Methods

Credit, debit cards, cash or checks are accepted. Memberships are drafted on the 15th of each month via checking or savings account or credit/debit card. One month memberships are available. All memberships must be setup at the GoCreate front desk.

Membership Assistance

Community members or students of any age who meet the criteria may apply for GoCreate membership assistance here:

<https://app.wizehive.com/appform/login/gocreate> The GoCreate Membership Assistance Selection Committee will review and award membership assistance that will cover monthly membership and training fees for a six-month period. Membership assistance is automatically renewable for one additional six (6) month period provided the recipient reasonably uses the membership, as determined by the Selection Committee.

Household Membership

Household memberships may be added to any membership for an additional \$50. The household membership will cover one or two adults and dependents ages seven to twenty-three who reside in the same household.

Change or Cancellation of Membership

Memberships may be changed or cancelled with a thirty (30) day notice prior to the next draft. Changes to memberships or cancellations must be done in-person at GoCreate. Change and Cancellation forms can be found at the front desk.

Parking

Parking at GoCreate is available with permit. At time of joining, please have your vehicle information along with license plate number available. GoCreate will purchase one (1) parking permit per membership. Additional permits are available for purchase at the front desk. If you have changed vehicles or license plate, please inform the front desk. GoCreate will not purchase permits for members who are WSU students, faculty and/or staff. If you are a WSU student, faculty and/or staff and have a green parking permit, you must park in the east lot. GoCreate parking permits are restricted to the adjoined parking lots (west, east and north) to the Experiential Engineering Building.

7. Member Responsibilities

As a member, you are responsible for yourself, your actions, and your guests. Members must comply with all member responsibilities. Failure to comply will result in loss of membership.

GoCreate is part of the Wichita State University Innovation Campus. As such, when visiting the facility, members and guests are subject to all WSU Policy and Procedures which can be found online at www.wichita.edu/policiesprocedures.

Member responsibilities also include:

- **Safety:** Safety is of the highest importance at GoCreate. Please be sure to complete all required safety training, and if you're not sure how to use a machine, ask a staff member. Be careful! Don't do anything that could potentially harm you, others, or machines.
- When indicated, personal protective equipment (PPE) must be used.
- Projects can get messy! Please be sure you and your guests clean up after yourselves and put all tools and other items back where they belong.
- Wear your GoCreate badge at all times while at GoCreate.
- Do not use language that could be viewed as offensive.
- GoCreate policies are in this document, with updates communicated in writing and posted on the website. Members are responsible for learning and following the policies.
- GoCreate members must comply with all staff instructions, policies, and posted signs, as well as with all information in the Member Agreement.
- Food is permitted in the lounge area, but not in the studios.
- Only drinks with sealable lids are allowed in the lounge area and other designated areas.
- Access to GoCreate is a privilege and not a right. Knowingly or unknowingly violating policies comes with consequences. The exact consequences vary depending on the nature of the situation, and will be decided by full-time staff members. Consequences may include termination of membership.
- Explicit prohibition of the use of any machinery and/or GoCreate studios while under the influence of alcohol and/or controlled substances.

Code of Conduct:

- Share the space, share your experience and knowledge, if asked.
- Ask questions if you're unsure of how something works, and be willing to learn.
- Respect the space, the staff, and all other members. Also show respect for the machines and tools you use.
- Respect others' ideas and property.
- Be creative, enthusiastic, and have fun.

Items you may NOT make or work on at GoCreate

No functioning firearms accept as allowable by state law are allowed on campus, nor may anyone produce them in GoCreate. If you are not sure what constitutes a functioning firearm, please consult a full-time GoCreate staff member. You are allowed—with permission—to add ornamentation or design component parts for existing firearms. If a functioning firearm is brought into the facility, outside of what is permitted by state law, the authorities will be notified per school policy

Items produced in GoCreate may not be used in a way that violates local, state, or federal laws regarding vandalism. If you have any questions about this policy, please consult a full-time GoCreate staff member.

No illegal, inappropriate or obscene items may be made or worked on at GoCreate. This includes drug paraphernalia. If there is any question as to whether your project is illegal, inappropriate or obscene, check with the director of GoCreate prior to beginning work on the project or bringing any related items in to the building.

8. Safety

Important note: For everyone's safety, members must identify all materials being used for projects. No unidentified materials will be allowed in the lab. If staff is unfamiliar with a material, the member will be required to provide a Material Safety Data Sheet (MSDS).






- When indicated, personal protective equipment (PPE) must be used.
- Seek assistance when moving large material to and from machines.
- Training is required to use certain machines; specific information is provided onsite.
- Level 3 - Members 10 years old and older may use these machines. Members under 18 years of age must have a liability form on file signed by a legal guardian and be accompanied and supervised by a parent or approved adult. This accompaniment ratio is 1:1.
- Level 4 - Members 14 years old and older may use these machines. Members under 18 years of age must have a liability form on file signed by a legal guardian and be accompanied and supervised by a parent or approved adult. This accompaniment ratio is 1:1.

9. Machine Access Policy

Each tool and machine in GoCreate falls under one of five access levels. The access level defines the training and age requirements. Details on how to use each machine may be found in the "equipment" section of the GoCreate website. Standard operating procedures are available at each machine or from the GoCreate staff.

Machine Use

Please treat GoCreate machines with care and only as they were intended to be used. This will help avoid costly damage and make sure they are available for everyone to use. Members may be responsible for costs associated with repair or replacement needed because of negligence or misuse of GoCreate property.

	<p>Access Level 1 Any member, may use these machines.</p> <p>No Special Instructions</p> <p>Examples of Level 1 Equipment: Computers and Printers</p>
	<p>Access Level 2 Any member, may access these machines.</p> <p>If necessary, submit your job to technician on duty</p> <p>Examples of Level 2 Equipment: 3D printers, Non-motorized hand tools</p>
	<p>Access Level 3 Members 10 years old and older may use these machines. Members under 18 years of age must have a liability form on file signed by a legal guardian and be accompanied and supervised by a parent or approved adult.</p> <p>If necessary, follow online tutorials</p> <p>Examples of Level 3 Equipment: Laser Cutters, Vinyl Cutters, and certain Hand-Held Power Tools</p>
	<p>Access Level 4 Members 14 years old and older may use these machines. Members under 18 years of age must have a liability form on file signed by a legal guardian and be accompanied and supervised by a parent or approved adult.</p> <p>Pass GoCreate safety course and follow Standard Operating Procedures</p> <p>Examples of Level 4 Equipment: Table Saw, Bandsaw, Drill Press, Miter Saw, Knee Mill, Lathe</p>
	<p>Access Level 5 Members can submit a job to be done on these machines, but they will only be operated by the manager, technician, approved faculty, or individuals who have completed required coursework.</p> <p>Technician or course certified</p> <p>Examples of Level 5 Equipment: CNC equipment</p>

10. Tool Usage

Please treat GoCreate hand tools with care and use them only for their intended purpose. This will help avoid costly damage and make sure they are available for everyone to use. Members may be responsible for costs associated with repair or replacement needed because of negligence or misuse of GoCreate property.

Some common hand tools may be checked out and returned by the end of the day. Tools borrowed from GoCreate are not, under any circumstance, allowed to be removed from GoCreate. If a tool is not returned, the person who checked it out is responsible for the cost of replacement. If it is not returned by the end of the day, that person is responsible for the replacement cost. The membership account will be suspended until this is rectified.

11. Consumables

GoCreate offers some consumables for sale at the front counter, such as welding rods, welding wire, paper, vinyl, filament, hardware, electronic supplies, etc. Makers may bring in their own. Please contact a staff before doing so.

Several machines have consumable charges associated with them which are separate from the membership fee. Few consumables you may not bring in, your own filament, vinyl to be printed on, along with MIG wire. Please contact a staff for further information.

12. Businesses, Engineering Services and Intellectual Property

Businesses

Commercial activities may be prototyped and incubated in GoCreate, however they should grow beyond rather than within GoCreate. When you are ready to go beyond your prototype and grow your commercial activity, please consult with GoCreate staff for commercial manufacturing resources.

Utilize Engineering Services

If you need work done that you are unable to do or are uncomfortable doing, consult with GoCreate full-time staff. Arrangements are in place with other entities to facilitate fabrication jobs.

Intellectual Property

Whatever is created in GoCreate belongs to the creator. While GoCreate does not assist directly with the patent process, GoCreate will provide a list of resources that can help.

University Trademarks

I agree that University Trademarks such as the WuShock image and the wheat logo are valuable pieces of intellectual property owned by the University and may only be used with written permission. A list of licensable trademarks is available upon request. All uses must meet the standards listed on the attachment without deviation.

All items made for resale using University Trademarks must have a license agreement with Licensing Resource Group. They may be contacted at: Licensing Resource Group, 442 Century Lane, Suite 100, Holland, MI 49423; phone number: 616-395-0676. Reduced fee licenses for small crafters are available.

13. Emergency Information

Emergency Operations

GoCreate utilizes WSU's comprehensive Emergency Operations Plan. The EOP is a living document, constantly under review and revision to adapt to new threats and new technologies in a complicated world.

» [Download the WSU Emergency Operations Plan](#) (pdf format, 233KB)

Injuries

If you are injured at any time, you may use the first-aid kit mounted near the main doors of GoCreate. If the injury is more severe, call 911 and immediately report injury to GoCreate Staff and WSU Police.

14. Model Release for Photography and/or Video Imagery

For valuable consideration received, I grant to GoCreate the absolute and irrevocable right and unrestricted permission concerning any photography or video taken of me or in which I may be included with others, to use, reuse, publish, and republish the photographs in whole or in part, individually or in connection with other material, in any and all media now or hereafter known, including the internet, and for any purpose whatsoever, specifically including illustration, promotion, art, editorial, advertising, and trade, without restriction as to alteration; and to use my name in connection with any use if GoCreate so chooses. I acknowledge that GoCreate will not knowingly use, publish, or otherwise distribute the full name of any GoCreate member under 18 years of age. I release and discharge GoCreate from any and all claims and demands that may arise out of or in connection with the use of the photography or video, including without limitation any and all claims for libel or violation of any right of publicity or privacy. This authorization and release shall also inure to the benefit of the heirs, legal representatives, licensees, and assigns of Photographer, as well as the person(s) for whom he/she took the photographs. I am a legally competent adult and have the right to contract in my own name. I have read this document and fully understand its contents. This release shall be binding upon me and my heirs, legal representatives, and assigns.

15. Waiver of Liability and Hold Harmless Agreement

FOR ACCESS TO AND USE OF GoCreate

Read this document carefully before signing. It is a waiver of rights and an acknowledgement of your understanding of the rules and regulations for use of GoCreate. It is a legally binding document.

1. In consideration for receiving services, material and permission to use GoCreate, (hereinafter referred to as GoCreate), related contents, and equipment, I hereby RELEASE, WAIVE, DISCHARGE AND COVENANT NOT TO SUE, GOCREATE, Wichita State University, donors, affiliates, assigns or successor of interest, The State of Kansas, their officers, agents, servants, or employees (hereinafter referred to as RELEASEES) from any and all liability, claims, demands, actions and causes of action whatsoever arising out of or related to any loss, damage, or injury, including death, that may be sustained by me, or any of the property belonging to me, WHETHER CAUSED BY THE NEGLIGENCE OF THE RELEASEES, or otherwise, while participating in such use, or while in, on or upon the premises where the facility use is occurring.
2. I am fully aware of the unusual risks involved and hazards connected with any kind of use of GoCreate, especially the operation of machine tools and related metalworking, woodworking, and small electronics activity, and I hereby elect to voluntarily participate in said activity with full knowledge that said activity may be hazardous to me and my property. I VOLUNTARILY ASSUME FULL RESPONSIBILITY FOR ANY RISKS OF LOSS, PROPERTY DAMAGE OR PERSONAL INJURY, INCLUDING DEATH, which may be sustained by me, or any loss or damage of property owned by me, as a result of being engaged in such activity, WHETHER CAUSED BY THE NEGLIGENCE OF RELEASEES OR OTHERWISE.
3. I further hereby AGREE TO INDEMNIFY AND HOLD HARMLESS the RELEASEES from any loss, liability, damage or costs, including court costs and attorney fees, that they may incur due to my participation in said activity, WHETHER CAUSED BY NEGLIGENCE OF RELEASEES or otherwise.
4. It is my express intent that this Waiver of Liability and Hold Harmless Agreement shall bind the members of my family and spouse, if I am alive, and my heirs, assigns and personal representative, if I am deceased, and shall be deemed as a RELEASE, WAIVER, DISCHARGE AND COVENANT NOT TO SUE the above-named RELEASEES. I hereby further agree that this Waiver of Liability and Hold Harmless Agreement shall be construed in accordance with the laws of the State of Kansas and specifically, Sedgwick County.
5. IN SIGNING THIS RELEASE, I ACKNOWLEDGE AND REPRESENT THAT I have read the foregoing Waiver of Liability and Hold Harmless Agreement and the attached Rules of Use for GoCreate, understand both and sign this release voluntarily as my own free act and deed; no oral representations, statements, or inducements, apart from the foregoing written agreement and Rules of Use, have been made; I am at least eighteen (18) years of age and fully competent.

16. Agreement Confirmation

I HEREBY ATTEST THAT I HAVE READ THE ABOVE DOCUMENT, AND BY SIGNING THE SIGNATURE PAGE AGREE TO ADHERE TO THE PROVISIONS IN AND OF THIS DOCUMENT

I ACKNOWLEDGE THAT, IN SOME CASES, NONCOMPLIANCE WITH THE POLICIES STATED IN THE AFOREMENTIONED DOCUMENT MAY RESULT IN TERMINATION OF MY MEMBERSHIP WITHOUT REFUND, AND THAT I MAY NOT BE ALLOWED TO RETURN.

MODEL RELEASE FOR PHOTOGRAPHY AND/OR VIDEO IMAGERY

_____ I hereby grant permission _____ I hereby do not grant permission

Member Signature

Date

Member Name (Print)

For individual memberships for those under 18 years of age, a parent or guardian must sign on the member's behalf.

Parent/Guardian Signature

Date

Parent/Guardian Name (Print)

Parent/Guardian Contact Information

Name: _____

Email Address: _____

Home Address,
Street: _____

City: _____ State _____ Zip Code: _____

Primary Contact Telephone #: _____ Other #: _____

17. Membership Registration

Primary Member Contact Information:

Name: _____

Email: _____ Birthdate: _____

Home Address, Street: _____

City: _____ State _____ Zip Code: _____

Primary Contact Telephone #: _____ Other #: _____

(Optional) Medical Condition/Alerts: _____

Member's Emergency Contact Information:

1. Name: _____

Relationship: Spouse/partner Sibling Child Parent Other Family Friend

Street Address: _____

City: _____ State _____ Zip Code: _____

Country: _____

Primary Contact Telephone #: _____ Other #: _____

2. Name: _____

Relationship: Spouse/partner Sibling Child Parent Other Family Friend

Street Address: _____

City: _____ State _____ Zip Code: _____

Country: _____

Primary Contact Telephone #: _____ Other #: _____

GoCreate Membership Dues & Schedules (choose one):

Type	Price Per Month
<input type="checkbox"/> Public/Regular	\$ 125
<input type="checkbox"/> Military (Active & Veteran) / Senior Citizen	\$ 99
<input type="checkbox"/> Student/Staff/Educator	\$ 83
<input type="checkbox"/> Corporate Membership (see Employer Information)	\$Varies
<input type="checkbox"/> Household (see add Family Members)	\$ 50 (Additional)
<input type="checkbox"/> Membership Assistance	

Parking Registration:

Type of Plate	State	License Plate No.	Make (Ford)	Style	Color
_____	_____	_____	_____	_____	_____

Employer Information:

Employer Name: _____

Address: _____ Address #2: _____

City: _____ State: _____ Zip Code: _____ Phone: _____

Type of Employment: _____ Full-Time: _____ Part-Time: _____ Contract: _____

Add Family Members:

Name	Relationship	Date of Birth	Employer/School	User ID#

Add Locker Service:

Type	Price Per Month
<input type="checkbox"/> Rolling Locker	\$ 20
<input type="checkbox"/> Standing Locker	\$ 15

Add Additional Parking Permit(s):

Type of Plate	State	License Plate No.	Make	Style	Color

For Office Use Only

Monthly Amount: _____ Payment Method: *Bank Draft* *Credit Card*

Prorated Amount: _____ Total Amount Paid: _____

Date Received ____ / ____ / ____ 1st Date to be charged or drafted: _____

Staff Initials _____ Verify ID # _____