

Code: KU

Date: 6/21/21

Date Revised: 2/7/22 (D)

Policy: Use of J.B. & Johnelle Hunt Family Center for Innovation at Fayetteville Public Library

A. Overview

The purpose of the library's Center for Innovation is to provide a public space for specialized skill-training, education, research and technical exploration, creating a highly interactive culture conducive to innovation. The Center for Innovation space is provided for library programs, patron use of technology, to fulfill the library's role as a community center, and to champion the principle of intellectual freedom by providing a forum for the exchange of ideas. The library permits the public to use the Center for Innovation when such use does not interfere with library-sponsored programs and services.

It is the policy of the Fayetteville Public Library to provide technology creation spaces to Fayetteville residents, library patrons, governmental agencies, nonprofit groups, and local businesses and associations. Permission to use the Center for Innovation does not in any way constitute the library's endorsement of the group or individual's policies or beliefs, and no claim to that effect may be used, explicitly or implicitly, in advertising. The library neither approves nor disapproves of content, ideas or subject matter presented or created in the Center for Innovation, and does not accept responsibility for ensuring accuracy or that all points of view are represented.

Use of the library's Center for Innovation must meet the policies approved by the library's board of trustees; any activities that are inconsistent with these policies will be denied or terminated. This policy shall be administered by the executive director, or her/his designee(s), who is (are) authorized to make any exceptions to this policy when in the best interest of the public and the library. The Fayetteville Public Library and its board of trustees are not responsible for accidents, injury or loss of individual property while using the Center for Innovation.

B. Center for Innovation spaces available

1. Fabrication and Robotics Lab
2. Virtual Reality Studio
3. Simulation Lab
 - i. Truck Driving Simulator
 - ii. Flight Simulator
 - iii. Forklift Simulator
 - iv. Caterpillar Simulator
 - v. Car Simulator
4. Audio Studio
5. Video Studio
6. Photography Studio
7. Computer Collaboration Space
8. Editing Suite



9. Podcasting Room

C. Library rights and requirements

1. To access the Center for Innovation, patrons may be required to complete a general orientation and must agree to these terms of use. Prior to reserving a studio or simulator, patrons must receive the required orientation and training for access to the applicable space, and demonstrate proficiency in using the library-owned technology via a hands-on assessment. Orientations and assessments are free to all cardholders. Library staff reserves the right to require a cardholder to receive additional orientation and training if the recommended proficiency is not met. Persons with a disability may request reasonable accommodations to be able to attend a class or use certain spaces. Such request must be made at least seven (7) days prior to the date of requested use.
2. The library reserves the right to change or cancel reservations for Center for Innovation rooms. If changes or cancellations are necessary, the library will provide the affected individual or group with as much notice as possible.
3. The library reserves the right to publish a list of reservations taking place in its Center for Innovation, place a sign announcing the name of the individual or group and the time of the reservation, move low attendance reservations to a more appropriate room when applicable, and require changes in reservations due to conflicts with library programs.
4. The library requires prior notice and approval for any needed assistance from library staff.
5. Library personnel will have open access to the Center for Innovation rooms at all times. Failure to meet this requirement may cancel the meeting and shall be grounds for denial of future use of library meeting space.
6. When the library closes because of an electrical or heating/cooling equipment failure, power outage or a weather-related emergency, all efforts will be made to notify individuals or organizations scheduled to use a Center for Innovation room. During adverse weather conditions, the group should check with the library or local media for closing information.

D. Uses not permitted

1. Commercial uses, e.g. bazaars, special benefit sales, retail sales and programs designed to promote the purchase of products or services.
2. Social events and parties, e.g. birthdays, anniversaries, baby showers, weddings, play groups.
3. Meetings outside of library hours except with approval.

E. Responsibilities of users

1. No organization or group using the Center for Innovation will discriminate on the basis of race, color, religion, gender, gender expression, national origin, disability, marital or family status, sexual orientation, political opinions or socioeconomic status.
2. Those using the Center for Innovation are responsible for maintaining order. Appropriate conduct is expected as a condition of room use.
3. Communicate all room setup needs to the Center for Innovation manager or suite coordinator by established deadlines. Room setup changes cannot be accommodated on the day of the reservation. It must be requested and approved by Center for Innovation manager prior to the reservation date.
4. Nothing may be affixed to walls, flooring, woodwork, ceiling or furniture. All decorations must have approval.
5. Food allowances will be made on a case-by-case basis and require prior approval.
6. No alcoholic beverages except with prior approval.
7. No lit candles, open flames, cooking, smoking, glitter or smoke bombs.
8. No use of auxiliary lighting or special equipment without prior approval.



9. No blocking off windows, locking of Center for Innovation room doors or use of emergency exit doors for anything but their intended purpose.
10. All setup/teardown for reservations must be held during library hours unless prior authorization has been granted.
11. Reservations must take place within the confines of the room.
12. Entrances and exits must take place through the main library doors.
13. Center for Innovation users must follow all applicable city codes.
14. The renter is fully responsible for assuring that sound levels during the entire reservation comply with the City of Fayetteville code, as well as staying within acceptable limits as approved by the Center for Innovation manager at time of booking so as not to disturb other library patrons.
15. Center for Innovation tools and equipment may not be used in violation of intellectual property rights, copyright, patent or trademark protection.
16. The renter is financially responsible for the full cost of the repair or replacement of any damaged, stolen or missing library-owned apparatus or technology used by the cardholder and/or their guests.
17. Abuse to a Center for Innovation room, to the library building, or to the contents of the library may result in the termination of the privilege to use the library's facilities. Matters of abuse may be defined as, but are not limited to:
 - i. Damage to the room, building, equipment or contents. The group using the room when the damage occurs, including the soiling of carpets, walls, furnishings, etc., is responsible for the cost of repair, cleaning or replacement.
 - ii. Failure to leave the room before or at closing time unless approval for after-hours use was granted by library administration.
 - iii. Failure to leave the room or building in a neat and clean condition.
 - iv. Failure to submit a signed Reservation Completion form at the end of the reservation.
 - v. Failure to notify the library of meeting time changes or cancellations.
 - vi. Excessive noise or activity which disturbs other library patrons.
 - vii. Failure to pay assessed library fees.
 - viii. Failure to adhere to library policies.

F. Charges for use of Center for Innovation spaces

1. Patrons who complete required orientations may reserve spaces in the Center for Innovation at no charge.
2. Supply fees may be required for use of some equipment. Any supplies brought in by individual/group booking a space will require approval from the Center for Innovation manager.
3. The library reserves the rights to charge organizations and groups renting spaces for private events.
4. For rentals, the library reserves the right to charge a cleaning fee, deposit and/or require liability insurance for use of the Center for Innovation.
5. For rentals, the library reserves the right to charge for technical support, use of equipment, and room setup fees for layouts differing from those choices provided by the library.
6. Refunds are available if cancellation is made 30 days in advance.

G. Procedure for booking Center for Innovation spaces

1. Reservations can be made online, by phone or in person.
2. Reservations are honored on a first-come, first-served basis. A reservation is not final until all required paperwork is completed and approved by the library, and all initial deposits are paid in full (if applicable).
3. An orientation class may be required prior to booking a space.



4. If different than the default setup, a room setup diagram must be submitted to the Center for Innovation manager a minimum of 14 days before a rental.
5. Individuals booking rooms must be at least 13 years old unless otherwise indicated. Juveniles under 13 years old must be accompanied and supervised at all times by the adult cardholder (18+ years of age) who made the reservation.
6. Individuals 15 years old and up may use the audio and video studios with a guardian's signed approval.
7. Individuals booking a space are responsible for all other individuals who accompany them.
8. Booking details are as follows:
 - i. Reservations can be made up to 30 days in advance.
 - ii. The simulation lab and the virtual reality studio can be checked out for a maximum of two hours a day. All other rooms can be booked for a maximum of five hours a day.
 - iii. Rooms can be booked four times a month; after that, rooms may be available on a walk-in basis or with permission from the Center for Innovation manager.
 - iv. Rooms are not reserved until the application has been approved.
 - v. If a room has not been checked into within 30 minutes of the start of a reservation, the reservation for that day may be forfeited and the room will be available for others.
 - vi. The library requires notification of cancellation at least 24 hours before check-in time.

H. Procedure for day of booking

1. Prior to the start of a reservation, the individual checking out a room must check in with their valid photo ID, and sign a liability waiver and usage agreement form if necessary.
2. The photo ID will be exchanged for an access badge to the room that is being checked out.
3. Room setup changes cannot be accommodated on the day of the reservation. It must be requested and approved prior to reservation date.
4. The library asks patrons to "clean as they go" to keep rooms neat and orderly during their reservations.
5. The Center for Innovation must be vacated thirty minutes before library closing time unless prior arrangements have been made. All room straightening and cleanup must be completed prior to library closing time.
6. The patron must check out at the end of each rental to exchange their access badge for their photo ID. Any damage to the room, carpet, doors, furniture, equipment, etc., must be reported at this time. A library staff member will inspect the room for cleanliness and damage.

I. Failure to comply

1. Failure to comply with this policy may result in denial of future use of the Center for Innovation, financial liability for damages and/or immediate removal from the library.

