



# FAB LAB YACHAY

## **Rules of Fab Lab Yachay**

These rules of procedure shall apply to all activities performed in Fab Lab Yachay. They are written in the spirit of the Charter of Fab Labs (Annex 1)

These rules may be modified by the Board of the Fab Lab Preamble.

A copy of this regulation is posted on the premises of FabLab Yachay.

The Association, Fab Lab Yachay Ecuador, aims to:

- create, manage and run according to the procedures defined by the rules of procedure, a workshop offering public digital fabrication tools. This workshop aims to be a Fab Lab, ie a "Fabrication Laboratory", a concept derived and defined by MIT in Boston, USA. Therefore, it will comply with the common charter to the Fab Labs. (Appendix 1)

- to promote public education, particularly through the development of analytical skills and design and manufacture or modification of technological objects, etc. •

to promote the dissemination and transmission of skills and knowledge

- facilitate technical innovation, economic, social and environmental as well as experimenting with the practice

- encourage responsible and sustainable actions in interaction with the technical environment, natural, economic and social;

- foster collaboration and mutual assistance, as well as crossover and transdisciplinary exchange (the arts, scientific, technical, cultural, etc.) and transgenerational;

- to promote the use and contributions to computer science, hardware and Open Content

- organize or participate in any type of event and event related to the issues discussed above

Fab Lab Yachay is at:

Centro de Emprendimiento

Ciudad del Conocimiento Yachay

Urcuqui, Imbabura, Ecuador

Hours of Operation are:

- Tuesday from 14h to 20h
- Wednesday from 10h to 20h
- Thursday from 14h to 20h
- Friday from 10h to 20h
- Saturday from 10h to 18h

These times may be modified depending on times of particular events. They will be available on the website: [fablabyachay.com](http://fablabyachay.com)

### **Aim of this regulation:**

- Clarify the rights and duties of everyone in the association
- Bring unspecified operation details into the statutes, such as the amount of annual dues
- Set various activities of the association
- Provide an operating and safety charter for anyone passing through the premises of the association

## **1. Users. Laws and Functions**

### **a) FabManager**

A FabManager is a member of the association whose functions are:

- open and close the local Fab Lab
- to welcome the participants and the public
- to control the access permissions to machines and services offered by the Fab Lab
- to regulate users activities (use of equipment, follow instructions security, internal ...) settlement within the limits of the authorization level of the FabManager,
- to collect payments of users.

### **b) Facilitators of workshops, Speakers**

A facilitator / stakeholder of workshops, is a member of the association whose functions are:

- to welcome the participants and the public,
- to regulate the activities of users (use of equipment, compliance with safety regulations, the internal regulations ...) within the limits of the authorization level of FabManager,
- to intervene in the workshops / conferences set up by the Fab Lab

**c) Each Participant**

- Participant is a user of the Fab Lab at the time of their contribution to the organization.
- A participant may limit the use of certain equipment if its authorization level permits and with the authorization of the FabManager.

**d) Outside**

An outside user (individual) is a non-adherent, not a member.

**e) Access to minors**

- Minors over 14
  - must obtain permission from a legal representative
  - may attend Fab Lab Yachay to realize their project
  - may attend workshops and training implemented
- Minors under 14
  - must always be accompanied by an adult when open access
  - can participate in workshops supervised by facilitators of the Fab Lab provided they are supervised from start to finish by the same person.

## **2. Membership: Rights and Duties**

To become a member, one must meet the following requirements:

- Be of age or have a waiver signed by the guardians for minors over 14 years old
- Have liability insurance
- Be aware of these rules and commit to them
- Engage in documenting their project using the license of their choice
- Training in the Fab Lab is based on projects and peer learning; you must take part in the capitalization of knowledge and instruction of other users
- Pay the annual membership fee of:
  - \$ 80 for under 25
  - \$ 200 for over 25
  - \$ 1,800 Community (10 subscriptions)

- Or pay his monthly contribution:
  - \$ 8 for under 25
  - \$ 20 for over 25
- Pay for materials required for their project

Membership gives members the following rights:

- Safety Training / free discovery/learning on a machine of their choice (excluding milling ) (two hours)
- 5 hours machine credit (excluding milling) have conditionally approved safety training / discovery/learning
- access to free time
- Participation in other activities
- Participation in training offered by the Fab Lab (pay)
- Priority on using equipment and participation in training

Membership does not give the right to:

- Use freely in all stocks
- Store personal production without permission
- Participate for free in all workshops offered by the association

### 3. Activities at the Fab

#### a) Lab Free access

- Time Slots:
  - Thursday from 16h to 20h
  - Saturday from 13h30 to 17h30
- Open free to the general public if over 14 years and for children under 14 accompanied by an Adult
- Free access to visit our premises, meet our team to better understand the world of digital manufacturing and our operations.
- Time Slot open access may be modified based on specific events. The changes will be posted on our website ([fablabyachay.com](http://fablabyachay.com)) or the displayed in our local Fab Lab.

#### b) Guided tours

- Guided tours allow you to discover and learn about the machines in groups and about the operation of Fab Lab Yachay.
- Slots: refer to the schedule available on our website([fablabyachay.com](http://fablabyachay.com))or displayed onsite at our local lab

- Open to all over 14 years and children under 14 accompanied by an adult
- Reservations required

**c) Paid workshops: training / digital manufacturing workshops**

- Slots: refer to the schedule available on our website([fablabyachay.com](http://fablabyachay.com))or displayed onsite at our local lab
- Open only to members
- Reservations required
- Training and workshops include digital manufacturing materials, access and training

**d)Free workshops: Open workshops**

- Slots: refer to the schedule available on our website([fablabyachay.com](http://fablabyachay.com))or on display at our local lab
- Open only to members
- Reservations required
- Open workshops include materials, machine access and training by a facilitator

**e) Machine Reservations**

- Slots: refer to the schedule available on our website ([fablabyachay.com](http://fablabyachay.com))or on display in our local lab
- Open for members only committed to documenting their project
- Obligation to have trained security level access to machines
- Reservation required
- Paid Access to machinery
- Certain consumables are included, inquire within our local lab

**f) Conferences / Events**

- Slots: refer to the schedule available on our website([fablabyachay.com](http://fablabyachay.com))or on display in our local lab
- Open to all

**g) Restricted Entrance**

- Allows work confidentiality and organization of your own event structure
- Entrance fee to all our premises and materials accompanied by a Fab Manager (rates set available in appendix 2)

## **4. Rules on Materials and Machines**

- The use of materials is subject to strict usage rules to maintain these machines and their users. Failure to comply with the rules will result in automatic cancellation for that Participant.
- Fab Lab Yachay can not be held responsible for damage caused by wrong settings or misuse on the part of a user.

### **a) Access Level for equipment**

Each device is labeled according to the access level required to use it. These access levels are defined by the owner of the material in accordance with the Board of Directors of the Association of the Fab Lab Yachay Ecuador.

There are 4 levels of access based on price, fragility and degree of dangerous material:

- Green: The unit is in free use
- Orange: The machine can not be used without the proper training
- Red: The unit can not be used alone because of its dangerousness and / or fragility. Use of this device requires the presence of a qualified person to ensure that the use and manipulations do not cause danger to persons and/or the Equipment:
- Black: The machine can not be used without the presence of the owner

### **b) Guidelines for use of the equipment and machines**

- Before using a machine, the user must make themselves known to the Fab Manager.
- At the end of the use of the machine, when the user is finished, and before leaving the Fab Lab, the user must ensure that proper clean up of the workspace has been used, take care not to leave any waste, make sure the machine is not operational after use.
- The user undertakes to inform an official of the Fab Lab if they found any malfunction of the machine during use
- The user must document the finished project: take pictures and document the plans for his creation on the Fab Lab Yachay site so other users can possibly reproduce but also improve the result. Exception, it is possible to request a confidentiality waiver.
- File downloads are permitted. However, they must be in full accordance with the laws in force and not undermine morality, do not contain political messages or make an apology of ideology contrary to the laws and principles of our country. They will be transferred onto your own media after downloading so as not to clutter the PC and then deleted from the PC

### **Prohibited:**

- installing software on computers without authorization of the FabLab
- delete files on hard drives or change the hardware configuration.
- to take local materials and journals made available in the Fab Lab.
- to copy, hack software or other protected files -Copyright.

- to make counterfeit objects or create objects that can harm others through 3D printing. They must be produced and disseminated in accordance with the laws on industrial and intellectual protection.

## 5. Local Rules

- Members must take care of the premises and equipment at their disposal and report any malfunctions. In case of the failure of a machine, you must notify an official of the Fab Lab and report the anomaly to them.
- The spaces used must be left clean, low volumes of waste must be deposited in the bins provided for this purpose. If the volume is large, they should be taken away for disposal by the person who generated them.
- The participants will be held responsible for any accidental damage to FAB LAB equipment.
- The activities are always supervised by one or two managers who it is appropriate to refer to on arrival. Managers can at any time exclude a person from the workshop for disrespectful behavior and / or if dangerous. They can also exclude a user in the case of a serious problem with interrupting the workshop.

### You may NOT:

- smoke in the rooms.
- eat or drink near hardware machinery or equipment
- endanger or jeopardize other users by improper use of the tools available
- provide access to animals. It is prohibited except for animals assisting persons with disabilities

## 6. Personal safety

The FabLab provides its members with gloves, anti dust masks and protective glasses. If these elements are not available on the workstation, each member must request them from the Fab Manager.

In case of injury when using FabLab equipment, the participant has the obligation to inform the Fab Manager in order to record the incident in the register.

Members are responsible for their own safety and as such must:

- be informed of the risks associated with the implementation of the equipment they want to use
- use PPE (personal protective equipment) provided by the Fab Lab, or provide their own equipment recommended for the use of machines;
- ensure that these PPE standards are in force and in good condition with appropriate sizes.

## Fire Hazard

Protection against fire and emergency risks.

In case of fire or fire drill, the alarm is given as soon as possible: it is mandatory to evacuate members from the Fab Lab and accompany them outside the building

Instructions to follow in case of imminent danger:

- Trigger the alarm
- Notify the fire brigade by dialing \_\_\_ (give them your location and phone number)
- Leave the building, closing doors (without locking) and windows behind you;
- Join the assembly area outside, stay there until explicit permission to return to the building has been given by security service / or firefighters.

## Appendix 1

In order to carry the name "FabLab", the structure must among others respect the [Charter of FabLab](#), set up by [MIT](#).



The logo of FabLab

## The Charter

### What is a Fab Lab?

Fab Labs are a global network of local laboratories which boost inventiveness in giving access to digital fabrication tools.

### What is there in a FabLab?

A FabLab mutualizes a set of resources for making almost anything one wants and disseminates the knowledge, expertise and projects.

### That provided the network of Fab Labs?

An operational assistance, education, technical, financial and logistical beyond what is available in one lab.

### Who can use a Fab Lab?

Fab Labs are available as a community resource, offering free access to individuals as much as access for subscribers in the framework of specific programs.

### What are your responsibilities?

#### Safety

Do not hurt anyone or damage equipment.



## Operation

Helping to clean, maintain and improve the Lab.

## Knowledge

Contribute to documentation and knowledge of others

## Who owns inventions made in a Fab Lab?

Designs and processes developed in Fab Labs can be protected and sold as desired by their inventor, but must remain available so that individuals can use and learn.

## How can businesses use a Fab Lab?

Commercial activities can be prototyped and incubated in a Fab Lab, but they should not conflict with other uses, they must grow beyond the Lab rather than within it, and they are expected to benefit their inventors, Labs , and networks that have contributed to their success.

The original charter in <http://fab.cba.mit.edu/about/charter/>

## Appendix 2 Rates, 2015

### Annual fee:

- \$80 for children under 25
- \$200 for users over 25
- \$ 1,800 for a business (10 card subscriptions)

### Monthly fee:

- \$ 8 for under 25
- \$ 20 for over 25

Reminder, membership gives members the following rights:

- Training Free on two machines of their choice (excludes milling)
- 5 hours machine credit (excluding milling) after having conditionally approved safety training
- access to free time
- Other activity Participation
- Participation in training offered by the Fab Lab (pay)
- Priority on the use of equipment and participation in training

Membership does not give the right to:

- Use freely in all stocks
- Store personal production without permission
- participate free to all workshops offered by the Association

Training Machine Security: \$35 / hr

## Machine and Workshop Utilization

**Rates for machines:** it is possible to reserve a machine for a minimum of 1 hour on the condition of having carried out and passed the machine safety training. The booking schedule is available on our website <http://fablabyachay.com/>

- polystyrene Cutter: \$5 / h
- 3D Printer: \$5 / h
- digital sewing machine: \$5 / h
- vinyl cutter: \$10 / h
- laser cutter: \$20 / h
- by stereolithography 3D Printer: \$20 / h
- Small digital milling machine: \$35 / h
- Large digital milling machine: \$70 / h

**Rates for workshops:** Available at our website <http://fablabyachay.com/>