



Welcome Innovator!

We can't wait to see what you make.

GENERAL OPERATING POLICIES AND PROCEDURES

The Innovation Pipeline is open during posted hours only. Regularly check the Innovation Pipeline web page for current hours and more information. Attendance and successful completion of the Innovation Pipeline general orientation must be completed before any use can occur. You must check in upon arrival, and out upon departure. Never work in the Innovation Pipeline lab areas alone, and never work in the Innovation Pipeline when tired or impaired. Report all incidents, no matter how small, to the lab supervisor. The Innovation Pipeline use privileges may be revoked if these rules are not followed.

OCCUPANCY

At New Member Orientation, you will complete your membership contract, set up your recurring payments, sign your waivers and go through the reservation process. Our team will help you download our scheduling app and give you a tour of the facility if you have not already had one. You'll also receive your Member badge, lanyard and door access card at this time.

OPERATING HOURS

Our standard hours at the Tyler Innovation Pipeline are as follows:

1:00PM–8:00PM – Monday through Saturday

At times, portions of the Innovation Pipeline will be reserved for classes and rented space and will be unavailable for general use. Any time this occurs, there will be an advanced notice posted both within the building and on the website. If you have a project, class, or event that you would like to schedule at the Innovation Pipeline, call us at 903-201-6247 or email us at support@tylerinnovators.com. Please note hours may vary around holidays and public events. Please check our website at www.tylerinnovationpipeline.com to see current and future events.

USER REQUIREMENTS

The primary responsibility of the Innovation Pipeline staff is to ensure the correct and safe operation of the tools, machines, and equipment located within the shop space. With inexperienced users or in the case of specialty or high-risk operations, the staff is available to provide assistance. However, during high activity periods, the staff's available time to directly assist may be extremely limited. In this situation, this does not grant you permission to proceed, and you will need to wait for an assistant to help you.

Any damage to machines must be reported immediately to staff. If it is found that a machine was damaged due to negligence or improper machine use, you will be held responsible for paying for the machine to be repaired or replaced. Tools located in the Innovation Pipeline may only be used within the building, and cannot be removed from the building. It is your responsibility to return all tools used to their proper location whenever you are finished using them.

SHOP ORIENTATION AND SAFETY OBLIGATIONS

Attendance and successful completion of the Innovation Pipeline general orientation must occur before any use. Certain high-risk machines require members to show competence before unassisted access will be granted. Equipment within the Innovation Pipeline has been categorized into 4 levels. The level designation will determine how and when members can access the equipment.

Level 1 - Innovation Pipeline introduction- Before access will be granted all users must attend an Innovation Pipeline facility orientation. Level 1 is a prerequisite for all other levels.

Level 2 - General lab equipment

Level 3 - Machine specific orientation - 3D Printers, Sewing Machines, Vinyl Cutters, Soldering Stations.

Level 4 - Machine specific orientation, the operation only during specific hours and while designated shop personnel are present. Includes the Shop Bot and Epilog Laser Cutter.

No loose clothing, gloves, or jewelry that could get caught in moving machine parts are permitted when using any machines. No sandals or open-toed shoes are permitted while working in the back lab area of the Innovation Pipeline. You should always wear protective eyewear when working on a hazardous machine, and wear a dust mask if needed. Long hair must be contained and out of the way. Headphones/ear buds or any other personal speaker device are prohibited in the

Innovation Pipeline while using any of the lab machines or equipment, with the exception of the sound and video recording studios.

INTELLECTUAL PROPERTY

Anything you create at the Innovation Pipeline belongs to you. In order to help promote our facility and further strengthen our community, we ask that you give credit to the Innovation Pipeline in your credits as a location. If you are wishing to patent your creation, we can direct you to resources that will assist you. In using the Innovation Pipeline, you agree to be photographed with your creations, and you understand that the photographs may be posted to our website and social media outlets, which other people may see.

SOUND AND VIDEO RECORDING STUDIOS

The sound and video recording studios are available for member use. However, the sound and video studios cannot be used for any forms of pornography or explicit content. Any attempts to do so will result in instant and revocation of your Innovation Pipeline membership, and you will be banned from using the facility in the future. If you are unsure of whether or not your content is allowable, please speak with a staff member.

MACHINE / TOOL USE

You must follow all safety guidelines for each piece of equipment. These guidelines will be covered during the orientation for the machines, and will also be posted by each machine. If there is any doubt about how to perform a task or operation, ask shop personnel for assistance. You should never make any changes or alter machines' basic setup unless you have prior approval. If you do not know how to adjust something, ask one of the assistants.

Never remove a guard or safety device from a machine. If a machine needs a part changed, such as blades, belts, or other equipment, always ask an assistant. You should never perform repairs on equipment and should report any damage or issue to shop staff immediately. Never overreach when using any equipment. Keep proper footing and balance at all times, and never use excessive force on any tool.

It is your responsibility to keep your work area clean and to clean all work areas after you are done using a machine. You should also return all shop tools to their proper storage cabinets before you leave. If a tool is lost or stolen or otherwise missing while in your possession, you are financially responsible for replacing it with an equal quality tool. If it is found that you left an area dirty or uncleaned, your

machine use privileges will be temporarily suspended. If you wish to bring in your own tools, you must first seek approval from the staff, and each instance will be evaluated on a case by case basis.

MATERIALS AND SUPPLIES

There will be an inventory of materials on hand for use within the Innovation Pipeline that can be purchased through the Innovation Pipeline's website. You may bring in your own materials to use within the Innovation Pipeline as well; however, we will require a Material Safety Data Sheet (MSDS) to be provided for any materials that are to be used in a machine. Reclaimed or used materials can only be permitted when approved by the Innovation Pipeline Staff. In the case of digital metal machining, no used materials will be allowed.

MACHINE RESERVATIONS

Machines should be reserved at least 24 hours in advance. Machines may be reserved for 1 hour at a time, up to 4 hours per machine per week (totaling no more than 10 cumulative reservation hours per week on all machines). If no one is waiting to use a machine after your reservation hour has passed, you may continue you to use it until there is another member who wishes to use the machine. To reserve a machine, you must access the reservation calendar through the website, or call and speak to one of the assistants on hand.

INCIDENTS

In the event of an injury causing incident, the following procedure must be followed:

Notify the Innovation Pipeline staff immediately. Shop staff will follow required procedures.

The shop supervisor will meet with the injured person before shop privileges will be reinstated. During this meeting, the director will establish the cause of the incident and assist with prevention of future accidents.

In the event of an incident in which a machine, material, or the facility is damaged or an unsafe event happens, the following procedure must be followed:

All incidents must be reported to the shop supervisor

The shop supervisor will meet with the person/s involved before shop privileges will be reinstated. During this meeting, the shop supervisor will establish the cause of the incident and assist with prevention for future accidents.

Cleaning the Innovation Pipeline

Each member is personally responsible for cleaning their area and returning tools to the proper locations. After EVERY use, each machine and work area should be

cleaned, and all waste thrown away in the appropriate container. You must also clean up your work area before leaving the shop. Due to limited shop space, members may not leave a project set-up overnight without prior approval from the staff. When groups are using equipment, the last person to leave the group activity is responsible for cleaning the machine and surrounding work area. Failure to follow clean up procedures could result in loss of access to the facility.

PERSONAL PROPERTY

The Innovation Pipeline does not take any responsibility for damage or theft of any materials, projects or personal items brought into the Innovation Pipeline. It is each users' responsibility to maintain the security of their own items. Any user found responsible for intentional damage or theft to Innovation Pipeline property or member property will lose access to the Innovation Pipeline and will be reported to the City of Tyler Police Department. Storage of materials & projects is allowed only on a short-term basis with prior approval from a shop supervisor. Materials and projects left for several days without prior notice will be removed without any notice given.

DELIVERIES

No deliveries can be made to the Innovation Pipeline.

PARKING

There are a few parking spots located across the street from the Innovation Pipeline next to the Tyler Transit Building. If these spots are unavailable, there are also metered parking spots located just south of Oakwood Street along North Spring Avenue. You may also utilize the parking lot near the entrance to the Cotton Belt Crossing Park. There are also parking spots available in the Fair Plaza Garage. The bus ride from the parking garage to the Transit Depot (across the street from the Innovation Pipeline takes approximately 2-3 minutes).

PERSONAL SAFETY

Members should always take extra precautions. You should never walk to or from your vehicle alone, if possible. Never leave any purse, bag, electronics, etc. in clear view within your car. Any items you intend to lock in the trunk should be placed there before arriving downtown. For emergencies, call 911. Any non-emergency report should be reported to the City of Tyler Police at (903) 531-1090.

MODEL RELEASE FOR PHOTOGRAPHY AND/OR VIDEO IMAGERY

For valuable consideration received, I grant the Tyler Innovation Pipeline 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 he/she so chooses. I acknowledge that Tyler Innovation Pipeline will not use, publish, or otherwise distribute the full name of any Tyler Innovation Pipeline member under 18 years of age. I release and discharge the Tyler Innovation Pipeline 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.

WAIVER OF LIABILITY AND HOLD HARMLESS AGREEMENT FOR ACCESS TO AND USE OF:

Tyler Innovation Pipeline – Tyler, TX

NOTICE: Read this document carefully before signing. It is a waiver of rights and an acknowledgment of your understanding of the rules and regulations for use of the Tyler Innovation Pipeline. It is a legally binding document.

1. In consideration for receiving services, material and permission to use the Tyler Innovation Pipeline (hereinafter referred to as TIP), related contents, and equipment, I hereby **RELEASE, WAIVE, DISCHARGE AND COVENANT NOT TO SUE TIP, The City of Tyler, The University of Texas at Tyler, The State of Texas, 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 risks involved and hazards connected with any kind of use of TIP, 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 USE 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 Texas.

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 TIP, 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. I HEREBY ATTEST THAT I HAVE READ THE ABOVE DOCUMENTS, AND BY SIGNING THE ATTACHED SIGNATURE PAGE AGREE TO ADHERE TO THE PROVISIONS IN AND OF:

Membership Agreement

Membership Levels

Model Release

Liability Waiver

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

The Tyler Innovation Pipeline is committed to serving everyone who enters the building in a professional and courteous manner. Our top priority is to provide superior service to all our members. We hope that you will find the Tyler Innovation

Pipeline inviting, friendly and welcoming to all. The Tyler Innovation Pipeline's staff is always available to help assist you.

To ensure that all our members have an enjoyable experience in a friendly and supportive environment, the Innovation Pipeline has established a Code of Conduct which shall apply to all patrons and guests.

The Tyler Innovation Pipeline staff will uphold all state laws and local ordinances with regard to public behavior. Innovation Pipeline staff, patrons, and guests are expected to be considerate of others. All persons are expected to be treated with kindness, courtesy, and respect at all times.

Behaviors prohibited by the Texas Penal Code:

Recklessly damaging or destroying City materials or property or the personal property of the building, customers, or staff. (Texas Penal Code 28.04)

Displaying or distributing obscene material. (Texas Penal Code 43.22 and 43.24)

Making offensive gestures, cursing or using obscene, abusive, profane or threatening language. (Texas Penal Code 42.01)

Engaging in acts of sexual misconduct including but not limited to indecent exposure, sexual contact, and sexual intercourse. (Texas Penal Code 21.07 and 21.08)

Stalking other customers or staff including looking into an area such as a restroom, that is designated to provide privacy to a person using the area. (Texas Penal Code 42.01 and 42.072)

Exhibiting signs of being under the influence of alcohol or controlled substances. (Texas Penal Code 49.02)

Engaging in physical altercations including assaults and fighting. (Texas Penal Code 22.01)

Displaying firearms or other deadly weapons on City property in a manner calculated to alarm except for law enforcement officers and those licensed to carry handguns in accordance with state law. (Texas Penal Code 42.01 and 30.06)

Behaviors prohibited by the Tyler City Code:

Smoking is prohibited indoors.

Smoking is prohibited outdoors on City property and within 20 feet of the front entrance.

Creation of graffiti on any tangible property in the City limits, without lawful authority. (City Ordinance 18-3)

The following behaviors are prohibited if in the judgment of staff, on a case by case basis, they disrupt the use of the facility by other facility users/members or pose a safety risk:

Leaving children under the age of sixteen unattended by an adult or guardian aged 18 or older.

Physical contact with another when the person knows or should reasonably believe that the other will regard the contact as offensive or provocative. Members shall refrain from intentionally, knowingly, or recklessly threatening another with imminent bodily injury or causing bodily injury.

Behaving in a loud or disruptive manner that disturbs normal activities and/or other persons.

Panhandling or soliciting on City property or in the building.

Making derogatory comments and slurs.

Entering or attempting to enter the facility with such defects of bodily hygiene as impairs a clean and sanitary environment including individuals whose neglect of bodily hygiene is sufficiently offensive as to be a nuisance to others and a disruption of others use of the Innovation Pipeline.

Eating, drinking or bringing food or beverages into areas where it is prohibited.

Using the facility for other than its intended purpose, including loitering, sleeping, changing clothes, bathing, shampooing, shaving, washing clothes, preparing meals or food.

Bare feet and bathing suits or clothing that does not sufficiently cover areas of the body that would constitute indecent exposure.

Using recreational devices such as skateboards, roller skates, roller blades, bicycles or scooters in the building, on sidewalks and walkways outside the building or in the parking lot. However, bicycles are allowed in the parking lot when used as transportation to and from the Innovation Pipeline.

Entering or remaining in building with personal belongings so numerous as to impede access to doors, services or equipment by others or leaving items unattended in the building or on the premises.

Use of parking lots when not visiting the facility or for performing non-emergency auto repairs or maintenance.

Introducing any animals, insects or other living organisms without the permission of the Innovation Pipeline staff. This section shall not apply to a service animal as defined in federal law, or to an assistance animal defined in State law, that is specially trained or equipped to assist persons with disabilities.

Moving, altering or rearranging stationary furniture or equipment or altering the configuration or settings of electronic equipment.

Physically blocking aisles, exits or entrances, including sitting or lying on the floor such that it impedes others' movements.

Enforcement Action and Procedures

The Innovation Pipeline staff will determine the appropriate action to be taken according to the severity of the prohibited activity. An accumulation of violations may lead to temporary or permanent suspension of Tyler Innovation Pipeline use privileges, including programs. Depending on the nature and severity of the prohibited activity, staff reserves the right to enforce immediate suspension or take appropriate measures such as contacting the police.

Suspended persons who return to the Innovation Pipeline before the suspension time is fulfilled and have not had a meeting with staff may be asked to leave. If this approach is unsuccessful, the local police will be called to protect the safety and welfare of other users of the Innovation Pipeline, including the enforcement of Criminal Trespass laws.

Prohibited behaviors described in this Code of Conduct may be addressed as follows:

First Incident: (1) Counseling with an Innovation Pipeline Supervisor and Member, (2) followed by a letter to the Member with a copy of the letter sent to the Innovation Pipeline Director.

Second Incident: (1) Counseling with the Innovation Pipeline Director and Member, (2) with a verbal warning from the Innovation Pipeline Director, (3) followed by a letter to the Member with a copy of the letter sent to the Innovation Pipeline Director and Tyler Innovation Pipeline board president.

Third Incident: (1) After consulting with the Innovation Pipeline Staff member, the Innovation Pipeline Director may suspend member's privileges to access Innovation Pipeline including programs for up to one to three months and/or permanent expulsion from the Innovation Pipeline, (2) documented by a letter to the Member with a copy of the letter sent to the Innovation Pipeline Director and Tyler Innovation Pipeline board president.

Procedure for Appealing Staff Decision Regarding Loss of Innovation Pipeline Use Privileges:

Appeal to Innovation Pipeline Director

Any person aggrieved by the decision of an Innovation Pipeline staff member may appeal the decision through the employee's chain of command to the Innovation Pipeline Director. If the aggrieved party is not satisfied with the decision of the Innovation Pipeline Director, the decision may be appealed to the Tyler Innovation Pipeline Board of Directors.

Appeal to the Board of Directors

Any person aggrieved by the decision of the Innovation Pipeline Director may appeal such decision to the Tyler Innovation Pipeline Board of Directors.

Such appeal shall be in writing and shall succinctly state the problem or objective of the aggrieved party and the employee understanding of the decision of the Innovation Pipeline Director.

The Board President (or acting chair in absence) shall render a decision within ten (10) days after receipt of the written appeal or the latest amended appeal. If, however, the Board President determines that there is not sufficient data upon which to base a decision, further written information may be requested from the aggrieved party, in which event the ten-day time limit shall run from the date on which the completed information is received.

SIGNATURE AND AGREEMENT

I agree to the Model Release for Photography and Video, the Waiver of Liability and Hold Harmless Agreement, the Innovation Pipeline Code of Conduct and I agree to follow the policies and procedures for the Innovation Pipeline. I have received a copy of these documents.

I understand that as the policies and procedures of the Tyler Innovation Pipeline change, I will be notified via email, newsletter, and blog post. I understand that it is my responsibility to read these changes and that my continued membership exhibits compliance and understanding of any new policies or procedures.

Sign: _____ Date: _____

Personal Information	
Name:	_____
Address:	_____
Email:	_____
Phone:	_____