



University
of Windsor

EPICentre
Entrepreneurship + Practice + Innovation

Member Handbook

EPIC Makers' Base

PURPOSE

This document contains guidelines, rules and policies regarding the EPIC Makers' Base. EPIC Makers' Base, located inside the EPIC Industrial Hub (CEI Room 1133), is a place for students from all academic and technical backgrounds to undertake experiential learning through hands-on activities that encourage collaboration and creative thinking. This document outlines the rules and regulations students using Makers' Base must follow, including acceptable behaviour within this space which will help to mitigate any of the risks associated with the use of this space. These guidelines are subject to change without notice.

GENERAL GUIDELINES

1. The EPIC Makers' Base is available for all University of Windsor and St. Clair College students and alumni who have completed the EPIC Makers' Base Member Registration Form.
2. Hub normal operating hours are as below. The Hub is closed on all University-observed holidays.
 - Monday: By appointment only
 - Tuesday: 300 pm – 700 pm
 - Wednesday: 530 pm – 830 pm
 - Thursday: 300 pm – 700 pm
 - Friday: By appointment only
 - Saturday: 1030 am – 430 pm
 - Sunday: Closed
3. Appointment outside of normal operating hours, depending on the availability of EPICentre personnel, can be made by emailing epicentre@uwindsor.ca
4. Members will allow EPICentre personnel to verify their identities in order to use Makers' Base.
 - 4.1. Members shall have a piece of photo ID ready for verification.
 - 4.2. Unverifiable persons will not be allowed to use any equipment in Makers' Base.
5. EPICentre personnel are available for limited assistance. Staff are not experts; however, they will assist as much as they can and both staff and members can learn together.
 - 5.1. Members who need extra help are encouraged to book an appointment for one on one assistance.

6. All items belonging to Makers' Base must not be removed from Makers' Base without prior consent from EPICentre management.
7. Members who damage/misplace any tool or equipment will be charged a repair or replacement cost.
 - 7.1. Any member who introduces a virus, misuses or damages the equipment, or attempts to delete or modify either hardware or software will be held liable for all damages.
8. Members must save their work on an external memory device. It is the user's responsibility to delete and/or remove any of their files (digital and/or print) from Makers' Base equipment.
9. No food or drinks of any kind are permitted in zones designated as such.
10. Members must respect the space, properties and privacy of startup companies in the Hub.
 - 10.1. DO NOT enter the Startup Quarters without permission.
 - 10.2. DO NOT touch or take the properties of the startup companies.
 - 10.3. Information you may overhear or see from the Startup Quarters are covered under the Non-Disclosure Agreement.
11. Makers' Base computers are not available for general computer use – i.e. email, social media, browsing etc.
12. Makers' Base may be used for lawful purposes only, and cannot be used to create a project or a product that is:
 - Prohibited by provincial or federal law
 - Unsafe, harmful, dangerous or poses an immediate threat to the well-being of others
 - Obscene or otherwise inappropriate for the University environment
 - In violation of another's intellectual property rights; for example, the 3D printers and scanners may not be used to reproduce materials subject to copyright, patent or trademark protection.
13. Canvassing, general solicitations, or distribution of political, religious, or cause literature are not permitted.

14. As an open environment, there may be noises throughout the EPIC Industrial Hub. However, please be considerate to other members in the area by keeping the volume low. Unusually loud noises will not be tolerated.
15. Members will provide reasonable co-operation with EPICentre staff.
16. EPIC Industrial Hub shall not be used for lodging or overnight occupancy.
17. Except for service animals, no pets or animals of any kind are allowed in the Hub.
18. Smoking is prohibited on the University of Windsor campus except in outside Designated Smoking Areas.
19. No alcoholic beverages, intoxicating drugs, flammable, radioactive, or potentially contagious/hazardous materials will be permitted in the Hub.
20. Appropriate clothing is required.
21. As representatives of the Makers' Base, members are expected to maintain appropriate behaviour and standards at all times. Actions or behaviours deemed by EPICentre staff to be damaging to the image and reputation of EPICentre will be cause for immediate removal from Maker's Base, and revocation of membership.
22. In addition to the above, members shall abide by all the laws, by-laws, regulations of the City of Windsor, the Province of Ontario and the federal laws of Canada applicable therein, including policies and procedures of the University of Windsor.
23. Members shall abide by the Direction of Campus Community Police personnel at all times while engaged in the lawful execution of their duty.
24. All requests for repair and maintenance should be made through EPICentre staff. Members should also report damage or deficiency in any part of Makers' Base and any item that needs to be repaired or serviced to EPICentre staff.
25. Members are responsible for their visitors and their actions during any visit.
 - 25.1. Visitors should sign in and out on the Visitors Log Sheet at the entrance.
 - 25.2. Visitors are not allowed to use any equipment, including computers, in Makers' Base.

26. Members are responsible for their personal properties at all time.

26.1. EPICentre is not responsible for any lost or stolen personal items.

27. Suggestions for equipment or programs can be emailed to epicentre@uwindsor.ca.

SECURITY GUIDELINES

1. The entrances, passages or hallways in the common areas of the EPIC Industrial Hub shall not be obstructed by any member or use for any purpose other than ingress and egress and for temporary moving routes at times approved by EPICentre staff.
2. Propping of locked doors to the EPIC Industrial Hub is **strictly prohibited at all times**.
3. Suspicious activity should be reported immediately to Campus Community Police at ext. 1234 or (519) 253-3000 ext. 4444 for emergencies.

SAFETY GUIDELINES

1. Causing distractions of any kind is prohibited. Members are expected to demonstrate mature judgement and common sense while working in Makers' Base.
2. Members wishing to bring in outside tools and equipment can only do so with prior consent from EPICentre management.
 - 2.1. Members are responsible for **all** equipment and tools they bring into Makers' Base.
 - 2.2. EPICentre and is not responsible for the lost and/or damage of outside tools and equipment.
3. Members are expected to keep the Hub clean, organized and safe.
 - 3.1. Members must keep aisles clean and maintain unobstructed access to all exits, fire aid kits, fire extinguishers, electrical panels, and eyewash stations.
 - 3.2. Members must keep all floors free of loose tools, oil, grease or any other type of liquid. Spills should be cleaned immediately.
 - 3.3. Member must keep the floor clear of metal chips and scrap pieces. Put them in trash containers or the scrap metal bins.

EMERGENCY CONTACTS

Campus Community Police is located on the first floor of the Joyce Entrepreneurship Centre at 2455 Wyandotte Street West, Windsor, ON N9B 1K3. OPEN 24 HOURS.

General inquiries: extension 1234

Emergencies: dial extension 911 from any campus phone, or if using a cell phone, dial extension 4444 after the main university number (519-253-3000). Emergency phones and blue “emergency” poles also connect to Campus Community Police in emergencies.

Emergency Notification - UWindsor Alert.

Using a valid UWinID and password, consider registering your cell phone with the University’s emergency notification system: <http://www.uwindsor.ca/alert>

Please ensure to keep your account updated.

An emergency reference guide is available on the myUWindsor App: <http://www1.uwindsor.ca/app/>

Other Area Police Services:

Windsor Police Service: (519) 255-6700

Ontario Provincial Police, Essex Detachment: 1-888-310-1122

R.C.M.P., Windsor Detachment: (519) 948-5289