

OpenLab Access Agreement

OpenLab Location: East Exhibition Hall C7-1F (Library Building)

OpenLab Hours: Open 24/7

Maintenance and Clean-Up Procedures

- Always allow time to leave the space and equipment in the same condition as you found it.
- Dispose of trash promptly.
- Store projects in your designated area.

Safety Guidelines

- Always handle equipment with care and follow the operating instructions.
- Report any safety hazards or concerns immediately
- Do not leave machines running unattended.

Use Notes

- Fabric scissors are *never* to be used with other materials.
- Share community resources fairly, be courteous, help others, welcome visitors and show them what we do.
- It is ok to play the piano.

Reporting Damaged Equipment

- If any equipment or supplies are found to be malfunctioning or broken, send a WeChat or email to the Contacts immediately (or use the red button on the OpenLab website). This ensures timely repairs for continued availability to other students. Don't be shy, it's ok even if you broke it, just let us know asap.

Contact Information

- CMA Lab Manager
- Course Faculty
- Course Teaching Assistants

Acknowledgment: I hereby acknowledge that I have read and understood the above guidelines and procedures for course use of OpenLab. I agree to adhere to these rules and understand that failure to comply may result in loss of access privileges.

Signature:_____ **StudentID**_____ **Date:**_____