

ETA Laser Usage Policy

Last updated 4/28/2016

1. Users

The laser may be used by (only)

- a. Trained members during open studio time. A list of trained members is kept in the studio notebook.
- b. Studio monitors, or individuals as specifically approved by the studio steering committee, at any time
- c. Individuals under supervision of a studio monitor, as a part of training or class activity.

2. Logging

All laser use will be logged in the laser log. User name, date, start time, and finish time will be recorded. Logging is required, regardless of whether or not a fee is collected.

3. Fees

- a. All laser users will be charged a fee of \$0.25/minute, with the following exceptions:
 - i. Internal BARN or studio maintenance projects
 - ii. Demonstrations
 - iii. Class related activities
 - iv. Training
 - v. Specially approved commercial projects where BARN is receiving arranged compensation
 - vi. Specially approved projects that BARN performs as community service or donation
 - vii. Commercial use may be charged under a separate rate (see the section *Commercial Use*)
- b. Fees may be rounded down to the nearest dollar.
- c. Members will be allowed 240 minutes of free laser time per month. This time will be non-transferable, and non-accumulating.
- d. Fees will be paid in cash or check, and deposited in the black “mailbox” by the studio monitor on duty.

- e. A form will be provided for submitting fees. If a form is not available, the users name time will be submitted with the fee. Fee processing will be handled by BARN accounting, until ETA Studio has a process for this.

4. Commercial Use

- a. Commercial use will be charged a fee of \$0.50/minute
- b. Commercial use includes use by businesses, production of objects for the operation of a business, and production for resale.
- c. Prototypes and small jobs may be allowed under the normal fee structure, at the discretion of the studio monitor on duty.

5. Laser failure and repair

- a. The laser will not be left in a disassembled state, unless it is under repair or otherwise non-functional.
- b. If the laser fails to operate normally, a shop monitor will be notified.
- c. If the laser is to be left in a non-functional state, a sign will be placed on the laser to notify potential users.
- d. All laser maintenance will be performed under direction of a studio monitor. This includes disassembly, optics cleaning, alignment, and firmware settings.

6. Other

- a. Jobs should not be left unattended.
- b. Users will monitor the laser systems (air, water flow, water temp) while in use.
- c. Jobs requiring the removal of the floor will require permission and supervision of the shop monitor on duty. After a job requiring removal of the floor has been completed, the floor will be promptly replaced, and the laser checked for alignment.