



The Big Idea@San Juan College Membership Information and Agreement

Welcome to THE BIG IDEA@SJC. By becoming a member of THE BIG IDEA@SJC you have access to state of the art technology as well as traditional tools and machinery. The only limitations are your own creativity. You can imagine, design, create and develop projects as well as collaborate with others who share an interest in exploring innovative ideas.

Agreement

This Agreement is binding for the subscription term. As needed, this Agreement and related document(s), will be updated and require member review and re-signature.

Member signatures on this Agreement and related documents, indicate acceptance of the terms and conditions. For family plans, the parental or legal guardian signature indicates consent for any listed minor children.

San Juan College reserves the right to revoke membership if members do not abide by the Agreement's and related document(s) terms or violates safety policies. Any members who cause damage are responsible for repair or replacement expenses. Members are required to complete safety and equipment operations courses prior to using equipment

Agreement and Related Documents

- Membership Agreement
- Membership Fee Schedule
- Liability Waiver
- Membership Registration
- Photography & Video Release
- Safety Policies and Procedures

Public Hours

- 2:00-8:00 pm Tuesday-Friday
- Noon-5:00 pm Saturday

Public hours are subject to change to accommodate San Juan College holidays, closings for weather and special events, and exclusive use reservations. Additional times are available for business members. Call for reservations.

Supplies and Materials

Members must bring their own supplies (tape, glue, paper, pencils, thread, etc.) and materials (wood, plastic, fabrics, vinyl, hardware, fasteners, paint, electronic components, etc.) All such items must be included on the “Acceptable Supplies & Materials” list if not, see the Coordinator for exception approval.

As a convenience, a small inventory of basic supplies is for sale on a first-come, first-served basis and may not always be available. Materials may be purchased from various vendors, contact us for details and instructions; however, please note that professional deliveries are prohibited, members must make arrangements for deliveries off-site

Hazardous items are prohibited.

Learning & Training

Classes and workshops will be offered. A schedule will be posted in the makerspace. These may include 2-and 3-dimensional applications, make-and-take workshops showing the use of specific tools and equipment, and other trainings requested by users. Some classes will be co-sponsored with other departments such as the Continuing Learning Center or Center for Workforce Development. Classes may have a charge in addition to the membership. Training is also available for all equipment as well as workshops on projects.

Equipment Reservations

Generally, equipment is available on a first come-first served basis with a one-hour time limit. However, additional time may be allowed based on occupancy and need. Level 4 and 5 equipment must be reserved at least twelve (12) hours in advance of use. Call to reserve equipment.

Membership Options

The BIG IDEA@SJC is available to community members as well as College students, faculty and staff.

Several membership options are available.

Subscriptions may be waived in exchange for qualified members to provide instructional or operational services. These individuals are considered San Juan College volunteers and must be approved the College’s volunteer process.

Individual Membership: \$60.00/month or \$660.00 per year

- Valid for one month/year from date of purchase
- Use during regular hours
- Complimentary safety and equipment orientation courses
- Invitations to special events and activities
- Must be 16 years of age or older. Requires parental or legal guardian approval. Must be accompanied by parent or legal guardian.
- Restricted access to equipment if under 18 years of age.

Premier Individual Membership: \$75/month or \$825 per year

- Individual Membership
- Priority reserved use of equipment for up to one hour per day (five hours per week), totaling no more than 10 hours per week on all machines.



- Must be 18 years of age or older.

San Juan College Student/Employee: \$50.00/month or \$550.00 per year

- Individual membership
- Requires proof of current student enrollment or employee ID.
- Must be 16 years of age or older. Requires parental or legal guardian approval. Must be accompanied by parent or legal guardian.
- Restricted access to equipment if under 18 years of age.

Family Membership: \$125.00/Month or \$1,375.00 per year

- Individual membership
- Includes two named adults and up to four children residing at same address
- Children under 16 must be accompanied by one of the named adults on the membership.
- Children under the age of twelve are not allowed in the space at any time.
- Restricted access to equipment if under 18 years of age.

Business/Corporate Membership: \$140.00/month or \$1540 per year

- Includes two named representatives from one business entity
- Priority reserved use of equipment for up to two hour per day (ten hours per week), totaling no more than 20 hours per week on all machines.
- Must be 18 years of age or older.

Business and corporate memberships can be customized upon request. Call for details.

Classes and Workshops

Safety classes and some trainings are included in membership fees; other workshops may include fees. Some classes charging fees include time limited memberships. Classes will follow all rules regarding age and equipment restrictions.

Student and Group Use

Groups (schools, Scouts, and similar organizations) may also reserve the facility. Groups are charged a per person fee. Each participant is required to submit all required forms and follow policies and procedures. Parents or legal guardians must sign for minors. Groups are responsible for providing their own supplies and materials. **Groups will comply with the same restrictions regarding use of equipment as members.**

Guests

We love when guests visit! If time and conditions allow, tours are available or can be scheduled. Guests are not allowed to use any equipment and must observe all safety policies and procedures and instructions from College employees. **Guests under the age of eighteen must be accompanied by a parent, guardian, instructor, or other responsible adult.**

Other Charges

Call for details.

Damages

Members who knowingly or negligently damage the facility and/or equipment are responsible for repair costs. Membership and all accounts may be suspended until repair expenses are paid in full.

Minors

No one under the age of twelve is allowed in The Big Idea@SJC.

Minors 12-16 must be accompanied by a parent, legal guardian, instructor, teacher, or other responsible adult (i.e. Scout leader, youth leader) at all times.

Parents and legal guardians must successfully complete required safety classes for all equipment on which they supervise minors; are responsible for their children and their actions; must read and sign all required forms; and must pay for their seats when in-class supervision is required (exceptions will be made for adults who previously successfully complete the appropriate classes.)

Minors **16** through **18** years of age may use designated equipment and areas independently after instruction. Some equipment/areas require direct supervision of a parent or legal guardian or **are restricted from use altogether**.

Safety

We are committed to providing a safe environment for all. Safety requirements are posted. This Agreement and related documents include important safety information.

Safety is crucial, if you are unsure of how to safely do something -- ask us! Trained employees are available to assist. Be aware of your environment and those sharing the space. Communication when working with dangerous equipment makes for a safer environment for everyone.

ALL MEMBERS MUST COMPLETE APPROPRIATE SAFETY/TRAINING COURSE(S) ON EACH PIECE OF EQUIPMENT BEFORE USE!

Dress Code

The dress code and required safety equipment must be worn.

- Closed toe shoes must be worn at all times, in all areas.
- In areas involving working with high temperatures (welding, plasma table) long-sleeved shirts and long pants are recommended. Clothing should be made from natural fibers or leather.
- Proper eye protection should be worn in the metal and wood shop at all times.
- When using most power tools, especially drills, saws, mills and lathes, you must wear short-sleeved shirts or fitted, cuffed long sleeves and remove hanging jewelry. Safety glasses must be worn when operating power tools.
- Long hair must be secured.
- Check class listing for mandatory and advisable safety equipment.
- Equipment or clothing listed as *mandatory* must be worn or used while working with that equipment or taking that class.
- Equipment listed as *advisable* is a suggestion but not mandatory.

ATTACHMENT A

Visitor and Guest Rules for Conduct

San Juan College is dedicated to providing a positive and safe educational setting which promotes the advancement of knowledge and learning. This is encouraged through the development of responsible, personal, and social conduct by students. By their presence on the San Juan College campus, visitors and guests voluntarily assume the same obligations as students for performance and behavior relevant to the College's lawful process and functions.

All visitors and guests at San Juan College are expected to conduct themselves as responsible citizens on the campus and in the community when involved in any College related activities. Misconduct and inappropriate behavior will subject the visitor or guest to appropriate action in order to protect students, faculty, and staff as well as the public in order to assure that the College fulfills its mission to the community. All visitors and guests are expected to obey all rules regarding College policies and procedures as well as all civil and criminal statutes of the State of New Mexico and the United States. They may be penalized by the College for violating its standards of conduct as well as face possible civil or criminal actions by state or federal authorities for the same act. These rules supersede any Conduct Rules adopted by any individual Department, Program or School.

Violations of College policy and rules, local, state and federal laws will not be tolerated and penalty procedures will be implemented for but not excluded to:

1. Failure to make satisfactory settlement with the College for any and all debts.
2. Forgery, counterfeiting, alteration or misuse of any College record, document or identification card.
3. The use, possession, or consumption of alcohol; the unlawful possession, use, distribution or sale of any narcotic, controlled substance, dangerous drug or drug paraphernalia; or to intentionally use, smell, sniff, consume or inhale the liquid, fumes, or vapors from a glue, mouthwash, an aerosol spray project or other chemical substance, for the purpose of causing a condition of or inducing symptoms of intoxication, elation, euphoria, dizziness, excitement, irrational behavior, exhilaration, stupefaction or dulling of the senses or for the purpose of in any manner changing, distorting, or disturbing the audio, visual or mental process while on campus premises, lab sites and/or during any San Juan College sponsored or related event. Reports of a visitor or guest suspected of possession or use of alcohol, drugs, or the aforementioned objects, will be brought to the Vice President for Student Services office by San Juan College Public Safety Office. This office will determine the penalty action to be taken:
4. Participating in illegal gambling activities on College owned or controlled property or at a function identified with the College.
5. Possession, storage or use of any knife, firearms, incendiary or explosive device on campus including any device which is lawful but could inflict harm (all devices will become the possession of Public Safety).
6. False reporting of the presence of a bomb, firearm, incendiary or explosive device on campus.
7. Theft of, or unwarranted damage to, College property or property of any member of the College community or campus visitor.
8. Engaging in violent, abusive, indecent, profane, boisterous, unreasonably loud or similar disorderly conduct which infringes upon the privacy rights or privileges of others, or causes interference with members of the College in the performance of their normal duties and activities, or disturbs the peace or the orderly process of education on campus.
9. Obstructing or restraining the lawful movement of another or causing campus disorder by obstructing or restraining another's lawful participation in authorized activities and events. This includes, without limitation, regular and special curricular activities and co-curricular activities.
10. Actual or threatened physical injury to any person on College owned or controlled property, or at a College sponsored or supervised function, or conduct which threatens or endangers the health or safety of a person.
11. Engaging in acts that constitute sexual harassment or engaging in other discriminatory acts based on race, color, religion, national origin, ancestry, sex, disability, age, sexual preference, or veterans' status.
12. Riding bicycles, skateboards or rollerblading on campus stairs, sidewalks or inside campus buildings.
13. Loitering or willful refusal or failure to leave College property upon request.
14. Engaging in any other reckless or unlawful act or course of conduct.
15. Misrepresenting yourself or an organization to be an agent of the College.
16. Violation of College traffic rules and regulations.
17. Parking or driving in undesignated areas.
18. Violating any State of New Mexico Mandate or Codes of Conduct that are applicable to San Juan College Visitors or Guests.

“First offense of the conduct rules may result in temporary or permanent suspension of rights to have access to San Juan College campus or activities.”

Procedure for Misconduct

When an alleged infraction of College policies, procedures, rules, or regulations is brought to the attention of the Vice President for Student Services, an appropriate investigation shall occur. The visitor or guest involved will be given the opportunity to submit a response to the claimed infraction to the Vice President for Student Services or his/her designee. Following the investigation, the Vice President will make an administrative decision on the case. If warranted, the Vice President for Student Services will determine the appropriate penalty for action. When, in the opinion of the Vice President of Student Services or his/her designee, the situation is of an emergency nature which threatens the health and safety of the San Juan College community, the College may take appropriate action to immediately remove the visitor(s) or guest(s) from the College premises without an investigation preceding the action.



ATTACHMENT B

San Juan College

Weather “Closure” Policy

San Juan College will “close” because of severe weather when normal operation would pose a significant hazard to students, staff, faculty and the community attending classes or other activities. When the campus is “closed”, classes will not be held and meetings and scheduled community events are cancelled unless prior arrangements have been made with appropriate college officials. All areas and operations not defined as “essential” are closed.

Weekdays: Bad weather conditions, including snow, are monitored by officials of the College in conjunction with officials of the local community school districts; however the College will be the final determinant for any campus closures. The College will make every attempt to follow the closures (two hour delay - 8:00 am to 10:00 am or all day closure - 8:00 am to 5:00 pm) of the Farmington School District in accordance with bad weather conditions, Monday through Friday. The Health and Human Performance Center will make a separate determination regarding early morning closure from 4:00 am to 8:00 am; then follow the College closure or delay procedure after 8:00 am. Weekday evenings (after 5 pm) campus closures will be determined by 2:00 pm of that day by the Vice President for Student Services (or designee).

Weekends: Classes or activity cancellations due to bad weather on all campuses will be made in consultation with the Department of Public Safety and the Vice President for Student Services (or designee). In all cases, the determination for closure or delay will be communicated to the public and the campus through the Public Relations Office for the College.

Notification: Radio and televisions stations will be notified of snow closures or delays. The information will also be posted on the College web site and sent to all employees and students through the official email system. A recorded message will be available through the main switchboard at 326-3311. Day closures will be announced between 6:00 am and 8:00 am, evening closures by 2:00 pm if possible. As a rule, the College is open unless otherwise notified. Students should make their own determination as to whether they can make it safely to the College campus.

Controlled Access: The College will pursue a protocol of controlled access during announced closure or delay periods. Access to the campus during times of closure will be allowed only through a controlled point at Sunrise Parkway and Education Drive. Only authorized individuals will be allowed access through this access point, all other entrances to the campus will be closed.



THE BIG IDEA@SJC APPLICATION FOR MEMBERSHIP

Member Type:

<input type="checkbox"/>	Premier Individual Membership – Yearly	<input type="checkbox"/>	Premier Individual Membership – Monthly
<input type="checkbox"/>	Individual Membership – Yearly	<input type="checkbox"/>	Individual Membership – Monthly
<input type="checkbox"/>	Family Membership – Yearly	<input type="checkbox"/>	Family Membership – Monthly
<input type="checkbox"/>	SJC Student/Employee- Yearly	<input type="checkbox"/>	SJC Student/Employee - Monthly
<input type="checkbox"/>	Corporate/business -Yearly	<input type="checkbox"/>	Corporate/business - Monthly

For **Individual, Corporate or SJC** membership types, use this signature box

_____	_____	_____
Member Name (Print Name)	Member Signature	Date
_____	_____	_____
Member Name (Print Name)	Member Signature	Date

For **Family*** membership types, use this signature box

_____	_____
Adult Family Member (Print)	Adult Family Member Signature
_____	_____
Adult Family Member (Print)	Adult Family Member Signature
_____	_____
Date	Cell Phone
Minor Children living at Home Included in Membership	
Name	Age
_____	_____
_____	_____
_____	_____

*Adult signatures above are made on behalf of the children listed

Please provide the following contact information:

Name: _____

Phone: _____

Email: _____

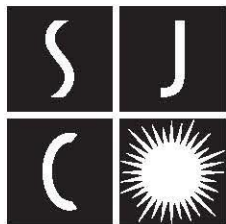
Mailing Address: _____

City, State, Zip: _____

EMERGENCY CONTACT (Not Listed Above)

Name: _____ Cell Phone: _____

Name: _____ Cell Phone: _____



SAN JUAN COLLEGE

Publicity Release Form

Print Subject's Name: _____

Event/Photo Shoot: _____ Date of Event: _____

Address: _____

Phone Number: _____

I hereby voluntarily and without compensation authorize San Juan College to use my name, photo, or information about me in promotion of the college through radio, television, news, social media, or other printed materials. Such information will be used only for promotion of San Juan College.

Signature: _____ Date: _____

Parent's Signature (if under 18): _____ Date: _____

Witness: _____