

Responsibility agreement for use of the Collaboratory space at Polstjärneg. 14, 417 56 Göteborg

I agree to:

Always treat and speak to others in the space in a respectful manner, guide rather than criticise.

Accept that the brand and space is free from political, religious, or any discriminatory activities.

Follow the Code of conduct, Playbook and respect the goals of the association (see website www.collaboratory.se).

Pay fees and other costs for expenses undertaken, to Handelsbanken bankgiro 525-3703/account 816345368, on the **28th of every month, in advance**. Write your name as reference so we know who paid. Not respecting this date creates extra work for the board that is not paid to deal with this. Easiest is to ask your bank for an automatic transfer.

Ensuring that contact details and other personal information are up-to-date and functioning as long as one is using the space. You have to notify the board if you wish to change, quit or pause your access to Collaboratory.

Take care of the key and never give away code to the outer door to anyone. Close all doors and windows when leaving. Use common sense with regards to the security of the space. The gates and main entrance to the building close at 5pm, no cars are allowed in the yard, the parking lots belong to film production companies.

Accept that the Collaboratory in no way takes responsibility for one's personal possessions left unattended or electronic material stored on community computers. Respect the property of others, everyone is fully responsible for their own work and equipment and must provide their own insurances for person, children, pets and property.

Read newsletters, check calendar and keep track of activities happening in the space. Everyone needs to clean up before we have events and be respectful for noise levels etc when we host lectures or other activities. In general it is ok to use the space during activities unless other is stated.

Accept that no resources inside Collaboratory can be taken outside the premises, no loans or rents of Collaboratory's equipment and other resources is allowed without direct consent from the board or the person that owns the particular resource. No resources other than the things in your box can be left in the space without the board's approval.

No heavier machines can be used before you have attended an introduction course. Be considerate to not block equipment from other members for long periods of time and always return the equipment used to where it belongs.

Be courteous and considerate to not disturb people who are working in the space. If you need help or want to ask people something make sure the person is ok with that. Not all people like to socialize.

Handle inventory, technical equipment and other items in the space with great care and respect. Collaboratory holds the right to compensation for equipment and other objects that have become damaged through negligence or intent.

Always clean up after oneself in all areas of the Collaboratory, which includes: main room, toilet, workshops, machines and other rooms and resources used. Everyone inside the space takes on responsibility to keep the space a clean and pleasant environment. There is currently no cleaning service or other staff in Collaboratory.

Members who do not follow this agreement can be excluded with immediate effect.

Name

Social security number (Personnr)

Email

Phone

Home address

Collaborator 500

Collaborator 200 Partner (sum negotiable)

Collaborator 350 User 1500 User number _____

Date

Signature

Board signature