Fab Lab Group Booking Policy

Welcome to the Fab Lab.

To ensure a safe, enjoyable and well-organised experience for all users, the following policy applies to both private group bookings and corporate workshop sessions.

The Fab Lab operates as part of the Guille-Allès public library service and all sessions are delivered as creative learning sessions aligned with our four programme strands:

Make & Create – hands-on craft and making (Badgemaker, Traditional craft activities, Sewing).

Code & Play – robotics, coding and interactive technology (Coding activities, Sphero Robot games).

Design & Digital – digital design, printing and fabrication (Sublimation printing, Vinyl Cutting, Cricut design, 3D modelling, graphic design software).

Business & Teams – corporate workshops and team sessions (see our Business & Teams webpage for details).

General Terms and Conditions

Group Size & Staffing

- The maximum group size is **8 participants** for private non-corporate bookings and **10 participants** for corporate/team bookings. We cannot accommodate additional participants beyond these limits.
- For groups with children, at least one supervising parent/guardian must remain present throughout the session.
- A ratio of one staff member per five participants is required. Bookings for more than five participants are subject to staff availability.

Age Restrictions

- The Fab Lab is suitable for users aged 9 years and above. Children under 9 years old are not permitted in the Fab Lab, even as observers.
- Children under 9-15 years may not operate certain equipment (such as the heat press, mug press or Dremel drill) independently and will require assistance from a staff member.

Nature of Group Bookings

- Private workshops focus on creativity, making, design, and skill development.
- Party decorations and external entertainment are not permitted in the Fab Lab.

Activity Selection

Each two-hour workshop focuses on one machine or activity within a single programme strand:

Make & Create / Code & Play / Design & Digital

The chosen activity must be confirmed at least two weeks before the booking date to allow time for restocking and session preparation. Changes to the selected activity cannot be accommodated within two weeks of the workshop date.

Pricing & Booking Categories

Private & Community Rate (£25 per hour + materials): Available for personal celebrations (such as birthdays), families, and informal groups of friends (up to 8 people) booking and paying privately. Material rates are subsidised to keep creative technology accessible to the local community.

Business, Workplace & Teams Rate (From £50 per hour + materials): Applies to all bookings made on behalf of a business, corporate team or workplace Sports & Social club (up to 10 people), as well as any booking requiring a company invoice or bespoke session planning. Material rates are unsubsidised commercial rates to reflect additional capacity and preparation and directly supports free public access to the Fab Lab machines.

Room Hire for Self-led Activities

- The Fab Lab room may be hired for independent creative, community, or educational activities that align with our ethos of learning and digital making.
- The standard community room hire fee of £25 per hour applies (corporate rates apply for commercial organisations).
- A Fab Lab staff member must be present at all times to ensure safe use of the space, and any equipment use must be agreed upon in advance.

Health, Safety and supervision

- A Fab Lab staff member will lead or supervise the session. Staff are responsible for the whole group and cannot provide one-to-one supervision.
- All participants must follow safety instructions. Failure to follow safety guidance may result in the session being stopped without a refund.

Booking, Payment and cancellations

- Group bookings must be made directly with the Fab Lab team. To enquire or book, please email fablab@library.gg.
- Bookings are confirmed once the activity has been agreed upon and staff availability is verified.
- Room hire fees are payable 48 hours prior to the session. Material/product costs are payable on the day of the session (or via company invoice for pre-approved corporate bookings).
- Cancellations within 48 hours of the session date may not be eligible for refund.

Additional Notes.

- Activities focus on experimentation and developing new skills; outcomes may vary, and participants are encouraged to enjoy the creative process as well as the finished item.
- Please arrive on time to make full use of your booking.

Thank you for choosing the Fab Lab. We look forward to welcoming your group for a creative and enjoyable session. By signing below, you confirm that you have read and agree to the terms of this policy.

Name: _____

Signature: _____

Date: _____