



Fab Lab Group Booking Policy

Welcome to the Guille-Allès Fab Lab! To ensure a safe, enjoyable, and efficient experience for all, please carefully review our policy for private workshops or parties. This policy is designed to help our staff provide the best possible service while maintaining safety and clarity for our visitors.

General Terms and Conditions

Group Size

- The maximum group size for private workshops or parties is **8 participants**. We cannot accommodate additional participants beyond this limit, including extra children or adults.
- For groups with children, at least **one adult supervisor** must remain present to assist with managing the group.
- A ratio of **one staff member per four participants** is required, so bookings for more than four participants are subject to staff availability.

Age Restrictions

- The Fab Lab is suitable for children aged **9 years and above**.
- Children under **9 years old** are not permitted in the Fab Lab, even as observers.
- Children under **12 years old** are not permitted to operate certain equipment, such as heat presses, and will require adult assistance from their supervising adult or a staff member.

Activity Selection

- A workshop or party will focus on **one activity** for all participants (e.g., making mugs on the mug press).
- All participants must work on the **same activity** during the session.
- The chosen activity must be decided and confirmed **at least two weeks prior** to the booking date to allow for material preparation.
- **No changes** to the selected activity can be accommodated after the two-week deadline.

Booking Requests

- Group bookings must not be made through our standard booking system.
- To request a group booking, please email **fablab@library.gg** in the first instance.



Room Hire for External Activities

- The Fab Lab room can be hired for activities organized by external individuals or groups, provided they align with the **creative ethos** of the Fab Lab.
 - Acceptable uses include workshops or sessions such as coding classes or creative skill-building activities.
 - External organisers may hire the room and separately arrange for a facilitator to run their session.
 - A Fab Lab staff member can assist to ensure the safe use of the space and equipment.
 - During such bookings, the Fab Lab will be blocked from public use.
 - To inquire about hiring the room, please contact us at **fablab@library.gg**.
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Health and Safety

Supervision and Assistance

- A Fab Lab staff member will guide the workshop and may operate machinery if required (e.g., for children under 12).
- Staff members are responsible for the entire group and cannot provide one-on-one supervision.

Safe Conduct

- All participants must follow the safety guidelines and instructions provided by the Fab Lab staff.
 - Failure to respect these rules may result in individuals being asked to leave or the termination of the session without a refund.
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Booking and Payment

Booking Confirmation

- Bookings are confirmed upon receipt of the selected activity details at least **two weeks in advance**.
- Payments are to be made **on the day of the workshop** at the start of the session.



Costs

- Prices include:
 - Staff time for running the session.
 - Materials for the chosen activity.
- Room hire costs apply only if the room is booked for a self-run activity without a Fab Lab-led workshop. Room hire must be for relevant activities that align with the Fab Lab ethos.

Cancellations and Changes

- Cancellations made within **two weeks** of the booking date may not be eligible for a refund.
- Changes to the activity cannot be accommodated after the two-week deadline.

Additional Notes

- The Fab Lab is a creative and collaborative space. Please arrive on time to make the most of your booking.
- Many activities in the Fab Lab focus on **prototyping and creative exploration**. Participants should understand that this is a **learning experience**, and outcomes may not always be perfect. Embrace the opportunity to experiment, learn new skills, and enjoy the process of making!
- If you have specific requirements or questions, please contact the Fab Lab staff in advance of your booking.

Thank you for choosing the Guille-Allès Fab Lab for your event. We look forward to hosting your group and providing an inspiring and enjoyable experience!