

FAB SPACE USER REQUEST FORM

*Complete this form after reading the rules on the back.

To the Director of Shonan Fujisawa Media Center

I have read and agree to abide by the rules on the back of this form, and submit my request for use of Fab Space.

- | | |
|---|---|
| <input type="checkbox"/> Faculty of Policy Management, year _____ | <input type="checkbox"/> Graduate School of Media and Governance |
| <input type="checkbox"/> Faculty of Environment and Information Studies, year _____ | <input type="checkbox"/> Graduate School of Health Management |
| <input type="checkbox"/> Faculty of Nursing and Medical Care, year _____ | <input type="checkbox"/> Faculty / Staff <input type="checkbox"/> Other (details _____) |

Name _____

Student ID number _____

CNS login name _____

(ID number)

*PLEASE PRINT

Intended use or purpose (Accepted only for private use.)

- | | |
|---|--------------------------------------|
| <input type="checkbox"/> Class / Assignment | Faculty member and course name _____ |
| <input type="checkbox"/> Research / Seminar | Name of seminar _____ |
| <input type="checkbox"/> Hobby / Other | Details _____ |

Requested Equipment

Staff name:

* Please note that only one machine of each type can be borrowed at the same time

- | | | |
|---|---|---|
| <input type="checkbox"/> 3D Printer | <input type="checkbox"/> Makerbot (1.2.3.4)
<input type="checkbox"/> Makerbot System()
<input type="checkbox"/> MF-1000
<input type="checkbox"/> Data file name () | <input type="checkbox"/> USB memory (No.)
<input type="checkbox"/> Stage spray
<input type="checkbox"/> Spatula
<input type="checkbox"/> Nippers
<input type="checkbox"/> User's guide
<input type="checkbox"/> Others () |
| <input type="checkbox"/> 3D Scanner | <input type="checkbox"/> Dizitizer
<input type="checkbox"/> Sense 3D scanner | <input type="checkbox"/> USB cable
<input type="checkbox"/> User's guide |
| <input type="checkbox"/> Sewing Machine | <input type="checkbox"/> Computerized Sewing and Embroidery Machine (1.2)
Brother D400J
<input type="checkbox"/> Regular Sewing Machine (1.2)
baby lock EP9600 | <input type="checkbox"/> needle thread set
<input type="checkbox"/> extra thread set
<input type="checkbox"/> embroidery frame x 4
<input type="checkbox"/> disney card
<input type="checkbox"/> user's guide
<input type="checkbox"/> user's manual
<input type="checkbox"/> card reader
<input type="checkbox"/> memory card
<input type="checkbox"/> USB memory (No.)
<input type="checkbox"/> bobbin thread set
<input type="checkbox"/> small tool set
<input type="checkbox"/> dressmaker's shears

<input type="checkbox"/> needle thread set
<input type="checkbox"/> bobbin thread set
<input type="checkbox"/> sewing set
<input type="checkbox"/> small tool set
<input type="checkbox"/> dressmaker's shears
<input type="checkbox"/> user's guide |
| <input type="checkbox"/> Cutting Machine | <input type="checkbox"/> CAMEO (1.2)
<input type="checkbox"/> SCAN N CUT | <input type="checkbox"/> USB cable
<input type="checkbox"/> spray glue
<input type="checkbox"/> user's guide
<input type="checkbox"/> cutting blade set
<input type="checkbox"/> cardboard
<input type="checkbox"/> USB memory (No.)
<input type="checkbox"/> spray glue
<input type="checkbox"/> user's guide
<input type="checkbox"/> cardboard |
| <input type="checkbox"/> Laser Cutter | <input type="checkbox"/> Speedy100R | <input type="checkbox"/> USB Memory (No.)
<input type="checkbox"/> User's Guide |

Estimated time of use

10:00 11:00 12:00 13: 14:00 15:00 16:00 17:00 18:00 19:00 20:00

*Place check☑ on start time and end time

MM/DD/2016

from : to :

Estimated length of time of use: _____ hour(s) _____ minute: *Please consult the staff if your estimated time of use exceeds the time limit set for each machine.

For Office Use Only

- | | |
|---------------------------------------|---|
| <input type="checkbox"/> 利用目的の確認 | |
| <input type="checkbox"/> 利用規則/利用時間の説明 | |
| <input type="checkbox"/> 3Dプリンタ | === <input type="checkbox"/> 途中離席する場合は申し出てください <input type="checkbox"/> 5時間まで |
| <input type="checkbox"/> 3Dスキャナ | === <input type="checkbox"/> Dizitizer 2時間まで <input type="checkbox"/> Sense 5時間まで <input type="checkbox"/> 読み取り物の確認 |
| <input type="checkbox"/> ミシン | === <input type="checkbox"/> 離席できません <input type="checkbox"/> 3時間まで <input type="checkbox"/> 上糸、下糸、針の持ち込み不可 |
| <input type="checkbox"/> カッティングマシン | === <input type="checkbox"/> 離席できません <input type="checkbox"/> 2時間まで <input type="checkbox"/> カット刃の持ち込み不可 |
| <input type="checkbox"/> レーザーカッター | === <input type="checkbox"/> 離席できません <input type="checkbox"/> 1時間まで <input type="checkbox"/> 利用素材の確認(1枚もの、平面、指定素材) |

End date: MM / DD / 2016

Signature of user

End time: :

Staff name

Rules for Use of Fab Space Equipment

1. Procedure

(Registration)

- Fill out the **User Request Form** at the AV counter.
- Indicate your purpose and intent for using the Fab Space.
- **Use of the Fab Space is limited to personal use. It cannot be used for commercial purposes or for fabrication of other people's objects.**
- Please show your Student ID Card. (For faculty members and staff, show your Campus Card.)

(When you are finished)

- When you are finished, please return all borrowed items (differs by equipment) to the AV counter.
- Please show your Student ID Card. (For faculty and staff members, show your Campus Card.)
- Please wait at the counter while the staff checks equipment(s) used and all returned items.
- Sign the **Fab Space User Request Form** to conclude usage.

2. Service Hours

Regular Media Center Hours:

Mon–Fri: 9:30 a.m.–8:00 p.m./Sat: 9:30 a.m.–4:00 p.m.

Special Schedule Hours:

Mon–Fri: 9:30 a.m.–3:00 p.m./Sat: 9:30 a.m.–1:30 p.m.

- Please note that registration is closed between 11:30 a.m. and 12:30 p.m. on Saturdays.
- Please plan your usage to conclude during service

3. Usage Restrictions

- Usage is limited to persons affiliated with Keio University.
Priority may be given to SFC students, and classes or research of SFC faculty and staff members.
- ▷ Please note that only one machine of each type may be used at the same time. In principle, the use of each type machine is once a day.
- ▷ Please consult with the staff if use of equipment will exceed the time limit set for each equipment.
- ▷ Please visit the Fab Space with support you may need. We appreciate your understanding that requests for support are not accepted at the AV Counter.

4. Notes on Usage

3D Printers

- The 3D printer becomes extremely hot while printing. Please be careful not to burn yourself.
- The printer stage is particularly delicate, so please handle it with care.
- The material and color of the cartridge to be used will be specified by the staff.
- If you are unsure of how to convert the data

3D Scanner

- Please consult with staff if the scanned data is to be uploaded to a shared website.

Computerized Sewing and Embroidery Machine

- The embroidery needle may not be suitable for some fabric. To avoid machine malfunction please do not force any embroidering, and contact the staff.

Regular Sewing Machine

- The fabric you bring will be checked by the staff.
- Please follow the User's Guide, and refrain from using the machine beyond its normal load.

Laser Cutter

- You will not be able to connect your PC with the Laser Cutter.
- Please use the material specified by the Media Center.

Cutting Machine

- Cutting may be difficult with certain material. Please consult the staff before attempting to start Cutting.

OTHER NOTES ON USAGE

- Photography in the Media Center is prohibited. Please consult with the staff if you wish to photograph your work.
- Reservations cannot be made for using the Fab Space.
- **If you must leave the equipment while operating, inform the staff and complete necessary procedures. The computerized sewing and embroidery machines, cutting machines, and laser cutters should never be left unattended.**
- Objects found to be offensive to public order and morality are barred from being created. If your use of the Fab Space is found to be inappropriate, permission to use the Fab Space will be cancelled immediately.
- If equipment is broken due to inappropriate use, you may be asked to compensate for repair fees.
- The user will be required to pay for any damage or loss of equipment attachments, and other borrowed equipment.
- Please place works that are failures, filament scraps, fabric scraps, and waste thread in the designated litter box.

5. Others

- 3D data is available at the data shared website (Thingiverse) which can be found by searching “fabspace.”
- Embroidery data will be shared on AV Guide.
- Details of equipment configuration and use can be found in the user guide (can be borrowed at time of use), AV Guide, and on Facebook prepared by the AV consultant.
- Please consult with the staff if you wish to bring in your own materials. Materials that may cause damage to the equipment may not be used.
- **The Fab Space may not be used for any other purpose than that indicated on the User Request Form.**
- Please be aware that equipment configurations may change without notice.
- If you have any questions please consult with staff at the AV counter.

Use of Personal Information

Personal information (your name, ID number, SFC-CNS account) provided on the User Request Form will be used by the Media Center for providing usage of Fab Space, contacting users regarding machine usage (e.g., confirming status of equipment), and creating statistics on usage.