



GENERAL USE POLICY

CREATIVE STUDIOS



THE CITY OF
NORFOLK

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The Slover Creative Studios, located in the Selden Market and on the fourth floor of The Slover, is a public facility managed by The Slover, created for the convenience of small businesses, entrepreneurs, fabricators, inventors, engineers, artists, and designers.

RESERVATIONS

Reservations are made by accessing the following website: Slover.Skedda.com.

There is a 15-minute grace period for arrival before your reservation is canceled and made available to other patrons. If you cannot make your scheduled appointment, please cancel and reschedule on the following website: Slover.Skedda.com. Patrons are requested to cancel reservations 24 hours in advance if their plans change.

ORIENTATIONS

For professional-grade studio equipment usage, all patrons are highly encouraged to complete a one-time orientation. This orientation serves as an opportunity for our team to assess patrons' familiarity with the equipment, review usage policies, and address any questions. Orientations can be scheduled by appointment via Skedda. Orientations are no longer than 20 minutes and can be completed within the same booking slot as your scheduled studio time.

NO-SHOW APPOINTMENTS

The Creative Studios is a public resource, and we aim to provide services to as many patrons as possible. If a patron is a no-show three times within a year, staff will cancel that patron's upcoming bookings for the next thirty (30) days.

AGE RESTRICTIONS

To use The Slover's professional-grade equipment in the maker studio, sound studio, and digital media studio, patrons must be at least 16 years old.

The Slover Creative Studios staff reserves the right to cancel or stop appointments if patrons are found to be engaging in disruptive or inappropriate behavior. Such behavior includes but is not limited to:

- Shouting and auditory disruptions
- Use of profanity or other explicit language
- Misuse or mishandling of equipment
- Running
- Disturbing other patrons
- Mistreatment of staff

PAYMENTS

Certain workshops will require user fees to cover the costs of supplies and materials used for the workshop. Payments may be made with credit cards, debit cards, or cash. Payments will be collected at the library's front desk.

STAFFING

Patrons can develop their projects using the equipment and software provided in the studios. Patrons may ask staff members for suggestions or critiques; however, staff members are not allowed to design, create, or overhaul a patron's project.

PROHIBITED ITEMS

The staff reserves the right to revoke patrons' Creative Studios privileges due to continuous misuse or violation of The Slover's policy. We reserve the right to refuse a reservation for any of the following:

- Any created object which is deemed illegal under local, state, or federal laws
- Mass production with the intent to sell
- Project or object which violates intellectual property rights or is a copyright infringement
- Obscene and offensive images or objects (symbols, words, etc.)
- Any project that requires anyone to sign a non-disclosure agreement

Restricted areas and restricted equipment are only accessible to staff members. Staff and shop supervisors can designate what tools and machines are restricted from patron use. Slover staff may stop any project violating the CoC (Code of Conduct) of The Slover or deemed unsafe.

RESPONSIBILITY OF PATRONS

Patrons must clean up after themselves, removing dust, filament, strings, leftovers, cuttings, or anything else related to their project. Patrons' workspace must remain as clean as possible.

Patrons must sign in and out for any equipment they use. If any item is missing or found to be permanently unusable or damaged after use by a patron, the patron will be fined for the price of the missing item or damaged equipment.

The City of Norfolk is not liable for any injuries due to misuse of equipment.

Patrons must take their supplies with them upon exiting the Creative Studios. The Slover is not liable or responsible for the patrons' stolen or damaged tools.

DISPLAY AND PROMOTION OF WORK

The Slover Creative Studios may ask patrons to appear in marketing imagery. A patron who consents to appear will be asked to sign a waiver. Patrons' personal details will not be shared on The Slover's marketing channels, which includes:

- Facebook
- Instagram
- X (formerly Twitter)
- YouTube