

Innovation Den Policies

Innovation Den Usage

The Innovation Den is available to all UNC-affiliated students, faculty, or staff.

All users must sign an Innovation Den Waiver and Release of Liability. Users must also complete training for use of specified machines. All users must follow the Safety Guidelines. Any failure to comply with the above will result in loss of Innovation Den privileges.

Only small snack food is allowed in the Den, and drinks must contain a lid.

Hours of Operation

The Innovation Den operates on fixed hours throughout the academic year, which differ from Michener Library's schedule. Hours may change during holidays and intercession periods. Current operating hours are displayed at the Innovation Den entrance and on our website. Projects must be finished within regular operating hours unless you've made prior arrangements with staff.

Equipment Reservations

Equipment must be reserved through the Innovation Den's reservation system.

Reservation limits are as follows:

3D printers: Up to 4 hours per reservation (2 printers available)

All other equipment: Up to 2 hours per reservation

Large groups, student organizations, academic classes, or other groups requiring multiple reservations should contact the Innovation Den Coordinator at InnovationDen@unco.edu to make special arrangements.

Reservations are subject to the following policies:

- Reservations will be cancelled if the user has not arrived within 15 minutes of the scheduled start time.
- Each user may reserve equipment for up to **12 hours per week** and **20 hours per month**.
- Consecutive reservations are permitted provided they do not exceed **4 total hours of equipment use per day**.

- Large or complex 3D printing projects must be scheduled with enough reservation time to allow the print to finish.
- All print jobs must be completed at least **15 minutes before the Innovation Den closes** to allow adequate cleanup and shutdown time.
- Initial visit includes a 15-minute orientation of the equipment and space.

Supplies and Materials

The Innovation Den offers select consumable materials for purchase. Current pricing includes:

Material	Cost
3D printing filament	\$0.10 per gram of finished print
Small button	\$0.10 each
Large button	\$0.20 each
Sticker sheet	\$1.00 each
Heat transfer sheet	\$2.00 each

The first project completed by each user using 3D printer, button maker, and heat press is provided at no charge. Material fees are due upon completion of the project unless otherwise specified by Innovation Den staff. Only credit card or debit card payment will be accepted. The Innovation Den is not obligated to remake projects, replace materials, or provide refunds or compensation for unsuccessful outcomes.

The following materials are **not** available for purchase:

- Fabric
- Sewing thread

Users wishing to bring their own materials must obtain approval from Innovation Den staff before use. Approval is granted at the discretion of Innovation Den staff based on equipment compatibility and safety considerations. Outside 3D printing filaments are **not permitted**. The Innovation Den does not provide storage for personal belongings, unfinished projects, materials, or supplies.

Staff have the right to refuse any materials or projects.

NOTICE: The copyright law of the United States (Title 17, U.S. Code) governs the making of photocopies or other reproductions of copyrighted material.

The person using this equipment is liable for any infringement.

Innovation Den staff cannot assist in the creation or publication of trademarked or copyrighted materials.