

# **Innovation Orchard Rules**

## **Bringing Your Own Materials**

Personal materials that are stored in a non-designated area in the IO, such as the corner of the laser cutter room, must be marked with the name of the organization/individual and with the date they were brought in. If not utilized within two weeks of the written date, it becomes property of the IO, and, as such, becomes available for all students to use.

## **Cubé™ Usage**

Storage spaces for student projects, referred to as “Cubés™,” must be reserved on a formal, contractual basis each semester. If one does not renew their cubé contract, they will be contacted. Belongings will be moved to the “lost and found” bin if not picked up within one week of contact.

## **Leaving Materials Out**

“Free-range materials,” improperly-placed materials and/or means of production, will be placed in the “lost and found” bin or will be thrown away.

## **Dry Erase Board Usage**

Any markings on the whiteboard will be erased by the end of the day unless explicitly labeled “save.” By the end of the business week, everything will be erased regardless.

## **Computer Usage**

Students are not allowed to store any data/information on the computers. Rather, they are encouraged to utilize their personal flash drive(s). Anything saved onto the computers will be deleted upon restart via Deep Freeze.

## **Food Storage**

Students may store their food in the mini-fridge. Please note that the fridge is cleaned every Friday.

## **Inappropriate Content**

Students may utilize any and all lab resources given the proper training; however, anything created on the premises must be kept “PG-13.” Ergo, no overly explicit objects/figures and/or sexual paraphernalia may be created in the Innovation Orchard.