

Maker Lab Usage Agreement

Workshop, machinery and materials

APPROVED VERSION - GERMAN TEXT AUTHORITATIVE

Product key: sib-maker-lab-usage

Version: MAKER-2026-08-25

The German version is legally authoritative. This English text is a translation.

Parties and effect

This separate agreement is made between Berlin School of Economics and Law, Badensche Str. 52, 10825 Berlin, represented by its President ("HWR Berlin"), and the person identified in the acceptance form (the "User").

This immutably versioned agreement takes effect when it is accepted digitally by the User. The technical evidence uniquely links the acceptance, version, time, user account and signed PDF.

1. Subject and scope

This agreement applies exclusively to the SIB Maker Lab of the HWR Berlin Entrepreneurship Center at CIC Berlin. It covers the workshop areas, equipment released for operation, tools, materials and associated digital operating workflows.

It does not apply to the SIB Media Lab, media studios or equipment loans. A declaration submitted for the Media Lab does not replace this Maker Lab agreement, and this agreement does not replace a Media Lab agreement.

The Maker Lab supports production, prototyping, learning and project work within the permitted use. Illegal, discriminatory, violence-glorifying or pornographic activities, work that endangers others or blocks escape routes, and unapproved hazardous substances, open flames or pyrotechnics are excluded.

2. Personal access, role and booking

Access and evidence are personal. Accounts, access cards, keys, clearances and bookings must not be transferred. Users keep their contact details current and report loss or misuse immediately.

Signing alone activates neither an account nor a device. An active Maker permission, the required induction and - where applicable - a confirmed booking or supervised time slot are also required.

The operating modes published in the equipment catalogue and booking workflow apply. Directly bookable equipment may only be used during the confirmed slot. Supervised processes require the presence or express clearance of the lab team.

3. Induction and equipment clearance

Technical equipment, machinery and installations may only be used after the required general and device-specific induction. For complex or hazardous processes, the team may require a practical test or supervised use.

Inductions and clearances are recorded separately from this agreement. They may be time-limited, restricted to particular equipment or processes, and required again after changes, extended non-use or safety concerns.

Operating manuals, safety labels, staff instructions and the currently published equipment clearance are binding. If anything is unclear, work must not start or continue until the lab team has been asked.

4. Safety and conduct

The CIC or co-working house rules and all safety, fire-protection and operating instructions must be followed. Escape routes, extinguishers, emergency stops, main switches, extraction systems and access routes must remain clear and reachable.

Personal protective equipment and extraction must be used as required by the relevant induction and process clearance. Guards must not be removed, bypassed or altered. Equipment must not be operated under the influence of alcohol, drugs or any other impairing condition.

In danger: stop work; if safe, operate the main switch or emergency stop; protect yourself and others; call 112 and arrange first aid where necessary; and inform the lab team. Unsafe equipment remains out of operation until cleared.

Unattended or overnight jobs are allowed only where the published operating mode expressly permits them and every stated control and abort rule is observed.

5. Materials, waste and workspaces

Only materials released for the specific equipment and process may be used. Personal, unknown or unlabelled materials must be cleared with the lab team before use.

The published material limits, protective measures, extraction, fire-watch and disposal rules apply to laser, resin, soldering, 3D printing and other specialist processes. Hazardous substances may only be brought in or stored after express approval.

Workspaces, tools and equipment must be left clean, complete and ready for use. Offcuts, consumption and waste are recorded, stored or disposed of using the designated process. Other people's projects and materials must not be touched.

6. Faults, damage and incidents

Faults, malfunctions, damage, near misses and safety concerns must be reported immediately. Affected equipment must not be used and, where safe, must be marked against unintended use.

Call 112 for emergencies. Operational faults and safety incidents go to maker@startup-incubator.berlin and, where available, <https://maker.startup-incubator.berlin/stoerung-melden/>. Privacy matters use the separate channels stated in the privacy notice.

Users assist with a factual review and do not knowingly make false statements. Reporting an incident is not an admission of liability.

7. Guests, projects and third-party rights

Guests and external persons may only enter with clearance and remain in the designated areas. The inviting person remains responsible for their conduct. Guests do not operate equipment without their own required permission and induction.

Rights in designs, files and projects brought into the lab remain with their respective owners. Users respect personality, copyright, trade mark, patent and other third-party rights and do not use other people's projects, data or materials without permission.

The Maker Lab does not provide indefinite storage. Items and projects left behind are handled only under the published storage rules.

8. Liability and insurance

Statutory liability rules apply. This agreement creates no additional exclusion or limitation of liability.

The User is liable for damage caused culpably in accordance with statutory law. Mandatory claims, in particular for injury to life, limb or health and in cases of intent or gross negligence, remain unaffected.

9. Operational data, privacy and evidence

Acceptance processes the WordPress account link, name, address, e-mail address, agreement version, language, time and signature. Evidence is linked solely through the internal WordPress user ID, never by name or e-mail address.

Operation may additionally create induction, booking, access, equipment, job, incident and material data. Purposes, legal bases, recipients, retention periods and data-subject rights are stated in the Maker Lab privacy notice at <https://maker.startup-incubator.berlin/datenschutz/?lang=en>.

Acknowledging the privacy notice is not an additional consent to processing. A mail status such as "accepted" records hand-off to the mail path, not confirmed delivery.

10. End, withdrawal and version changes

Use may be stopped immediately and access withdrawn temporarily or permanently for safety breaches, misuse, missing permission or operational reasons. Equipment, cards, keys and materials must be returned when requested, and personal projects removed.

Changes are published as a new, immutable version. A new version does not apply retrospectively. Where required for continued use, a new personal acceptance will be requested.

German law applies. The German version prevails and the English text is a translation. If a provision is invalid, its content is governed by statutory law and the remainder of the agreement remains effective. Jurisdiction is governed by statutory law.

Acceptance record

This page records the contract data and signature supplied through WPForms.
The version, user account and signed PDF form one verifiable acceptance record.

Name

Street and number

Postal code

City

E-mail address

WordPress user ID

Agreement version

Accepted at

Signature

CONTRACTING PARTIES AND OPERATOR



Startup
Incubator
Berlin

SIB



Hochschule für
Wirtschaft und Recht Berlin
Berlin School of Economics and Law

SIB Maker Lab · Startup Incubator Berlin, entrepreneurship centre of HWR Berlin · at CIC Berlin