MCEI DesignLAB

General Lab Use, Policies and Code of Conduct

The MCEI DesignLAB is a collaborative work space in room 211 (L9, 1-2) that is equipped with furniture and materials. The lab space is maintained by MCEI/ Institut für Mittelstandsforschung of the University of Mannheim.

- The MCEI DesignLAB and the complementary use of the materials and resources therein are open to all students of the University of Mannheim (including exchange students) and startup teams out of which at least one team member is currently enrolled at the University of Mannheim.
- Only registered users/teams that have signed up via the DesignLAB MCEI email are allowed to use the MCEI DesignLAB. You may not host guests or visitors without prior announcement.
- Opening hours are flexible and according to availability.
- Limitation of use (max. 3 consecutive days per team per booking).
- The room can host a maximum team size of 5-6 people.
- It is not allowed to take DesignLAB resources (e.g., creative boxes, Legos, etc.) outside the room unless the explicit permission is given by the MCEI Team. You may not remove infrastructure such as screens, computers, tables, 3D-printers, printers or furniture in general at any time.
- Please return all tools to their storage location in the room immediately after use.
- Please ensure that the DesignLAB and its tools are clean and tidy before leaving, and that the space is left in a perfect condition for the next team to arrive.
- No smoking at any time.
- Please report any damage or problems with equipment or furniture immediately to Mrs. Schleicher (contact below).
- If you encounter further problems in the DesignLAB, please contact Mrs. Schleicher.
- Do not leave personal possessions unattended in the MCEI DesignLAB. The MCEI is not liable for lost or stolen possessions left unattended in the lab.
- There is no storage area available for your own materials or projects. Please take your prototypes etc. home between bookings if you plan multiple stays in the DesignLAB.
- Any personal items left in the room will be removed and kept in a lost and found at the secretariat’s office (Mrs. Schleicher).
- Users of the DesignLAB are liable to use the room and all the equipment and materials provided in a responsible manner.
- Users are liable for any damage caused during their stay.
Technology Use

- Always log out before you leave the lab to prevent others from using your account.
- The MCEI is not liable for any data lost, stolen, or misuse on the DesignLAB computers.
- All copyrighted or licensed software not owned by the MCEI/ifm found on any workstation will be immediately deleted.
- Duplicating or copying licensed software or program materials from MCEI/university computers or servers is strictly forbidden.
- The MCEI is not liable for lost time or the unavailability of malfunctioning equipment (computers, servers, printers, peripherals, etc.).
- 3D Printer: The 3D Printer may only be used after participation in an 3D Printing introduction session. Check on designlab.mcei.de for the upcoming sessions and register directly with the session director Kai Bruchmüller via email (kai@mcei.de)

Key and Entry Card

- Delivery of the key and entry card of the lab require signature of the recipient/ registered user (including name and date). Please read the booking instructions for further information.
- It is not allowed passing the key and/or entry card of the lab to unregistered users (guests/ visitors).

Booking of the MCEI DesignLAB

Please follow the instructions below to book the MCEI DesignLAB:

1.) Visit our MCEI web page (mcei.de) and register for the MCEI Network.
2.) Write an email with your desired time and the subject line "mcei designlab booking request" to designlab@mcei.de.
3.) You will get a confirmation from MCEI.
4.) If you wish to cancel your booking (e.g., in case you cannot make it) please notify us at the same email address.
5.) To enter the lab, you need a key and entrance card. Both are administered by our secretary Mrs. Schleicher (Room 111, L9, 1-2; Office Hours: Mon-Thu: 9 -12 a.m. & 1 -4.30 p.m.; Fri: 9 – 12 a.m. & 1 – 3 p.m.).
6.) The key and card will only be handed out given your consent with this list of rules and code of conduct ("terms and conditions") to use the DesignLAB.

I have understood and agree to the terms and conditions.

________________________________________
Date and Signature

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September 2017
Contacts

Mrs. Gabriele Schleicher (Secretary)
L9, 1-2, Room 111
Tel.: 0621 1812273
E-Mail: schleicher@ifm.uni-mannheim.de

If you have particular questions or concerns about the MCEI DesignLAB please write an email to: designLAB@mcei.de.