

COMETLAB

HOUSE RULES



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This handbook establishes the standards for safe, respectful, and responsible conduct within CometLab. All members, staff, and visitors are required to adhere to these guidelines at all times.

Non-compliance may result in disciplinary measures, including warnings, suspension, or termination of membership.

The purpose of these rules is to support creative and technical activities while safeguarding individuals, equipment, and the facility. They aim to protect all participants, ongoing projects, and the shared workshop environment.

By entering CometLab, you acknowledge and agree to fully comply with these requirements.



1.

Access, Entry and Membership

Access to CometLab is permitted only upon presentation of valid proof of membership or notifying staff in case of a non-member.

Memberships are strictly personal and may not be shared or transferred to another individual without prior written authorization.

All subscription fees must be paid in full before access to the facility is granted. Late payments will incur a surcharge of 20% per week.

Memberships renew automatically on a yearly basis. Cancellation requires written notice at least two weeks prior to the renewal date.

2.

Visitors and External Guests

Both members and non-member users are prohibited from hosting visitors within the facility without prior authorization from staff.

If formal exception is granted, the following protocols must be strictly observed:

- Visitor must be disclosed to staff
- The member or user must accompany them at all times
- Visitors are prohibited from operating any tools or equipment
- Visitors must wear required PPE where applicable
- The hosting member or user remains responsible for the visitor at all times

3.

Opening Hours and Booking

Regular opening hours are:

- Tue, Wed: 09:30 – 17:00
- Thu: 09:30 – 21:00
- Fri: 09:30 – 18:30

All bookings for workshops, equipment, or general facility use must be coordinated through info@cometlab.nl.

Holidays will be communicated at least one week in advance on www.cometlab.nl.

Presence within the facility outside of official operating hours is strictly prohibited. Access during these times requires prior formal approval from management.

4.

General Behaviour and Conduct

CometLab maintains a respectful, inclusive and professional environment.

The following behaviour is forbidden:

- Harassment, intimidation or discrimination.
- Aggressive or unsafe actions.
- Ignoring staff safety instructions
- Reckless use of machines

Members must immediately report unsafe situations to staff.

Repeated inappropriate behaviour leads to suspension or permanent removal.

5.

Smoking, Alcohol, Drugs and Medication

Smoking and vaping are not allowed inside the building.

Members may not enter under the influence of alcohol or drugs.

Bringing drugs or alcohol into the space is forbidden.

Alcohol consumption is permitted exclusively during authorized events and only after all work responsibilities have been completed.

Medication may be used provided it does not adversely affect the individual's ability to act safely.

6.

Eating, Drinking, Coffee and Tea

Food and drinks are only allowed in designated areas away from machines.

Spills must be cleaned immediately to prevent slip and fire hazards.

Shared coffee and tea facilities must be left clean after every use.

Used dishes and cutlery must be washed (dishwasher) and stored properly.

Consumption of food is prohibited in areas adjacent to machinery or workbenches.

7.

Order, Cleanliness and Waste

All users are expected to return the workspace to a clean and orderly condition after use.

This includes:

- Cleaning equipment after use.
- Removing material scraps and dust.
- Returning tools to their storage locations.
- Emptying personal waste into the correct bins.

Hazardous waste must be properly reported and disposed of in accordance with established procedures and regulatory guidelines.

Leaving a workspace dirty or unsafe can lead to temporary loss of access.

8.

Tools, Machines and Training

Use of any machinery without having completed the required safety training is strictly prohibited.

User may be required to undergo additional training if unsafe conduct is observed.

Tools and equipment must not be removed from the facility without prior explicit authorization.

All posted operational and safety instructions must be adhered to without exception.

Machinery may only be used following prior reservation through info@cometlab.nl.

10.

Special and High-Risk Work

Certain tasks require explicit staff approval before starting.

Examples include:

- Working with chemicals or resins.
- Cutting or grinding hazardous materials.
- Custom or experimental machine setups.

These activities require additional safety measures and supervision.

9.

Personal Protective Equipment (PPE)

Appropriate personal protective equipment (PPE) must be selected and worn in accordance with the specific task being performed.

Required protective equipment may include:

- Closed-toe footwear to ensure foot safety
- Safety glasses to protect the eyes
- Gloves for hand protection
- Hearing protection when working near machinery
- Suitable work clothing appropriate to the task

Long hair must be securely tied back. Loose clothing and jewellery are prohibited in the vicinity of rotating machinery.

Staff reserve the right to deny access to equipment if the required PPE is not properly worn.

11.

Fire Safety

In the event of a fire:

1. Raise the alarm immediately.
2. Only shut down machinery if it can be done safely.
3. Evacuate the building using the nearest available emergency exit.
4. Go to the assembly point outside.

Do not re-enter the building until authorised by staff or emergency services personnel.

Fire exits and fire-fighting equipment must be kept clear and accessible at all times.

12.

Emergency Response and First Aid

Stay calm and warn people nearby.

Follow staff instructions.

Use first aid equipment only when trained.

All incidents and injuries must be reported and logged.

Emergency numbers and exits are clearly indicated in the space.

13.

Communication Equipment and Network Use

Only approved devices may connect to the CometLab network.

Users may not:

1. Install unknown software on shared computers.
2. Bypass security or monitoring systems.
3. Use the network for illegal or harmful activities.

Network misuse can lead to immediate access removal.

14.

App and Software Usage

Members must use official booking and control software correctly.

Personal login credentials must never be shared.

Software licences must be respected at all times.

16.

Personal Data and Privacy

Security cameras operate for safety and security.

Recorded footage is accessed only in emergencies or incidents.

Any suspected personal data breach must be reported immediately.

15.

Responsible AI Usage

AI tools may support design and documentation work.

Users must never upload confidential, personal or proprietary data to external AI services without permission.

AI output must respect copyrights and intellectual property rights.

Misuse of AI for plagiarism or illegal purposes is forbidden.

17.

Theft, Integrity and Sanctions

Taking tools, materials or equipment without permission is theft.

Deliberate damage, tampering or misuse of equipment is prohibited.

Violations may result in suspension, membership cancellation and legal action.

18.

Bicycle and Car Parking

Bicycles must be parked in the designated bike area only.

Cars must use marked parking spaces and never block emergency routes.

Illegally parked vehicles may be removed.

19.

Storage of Personal Items

Only authorised members and users may use storage spaces.

Stored items remain entirely at the owner's risk.

Unlabelled or abandoned items may be removed.

20.

Intellectual Property

Members retain full ownership of their creations.

CometLab does not claim rights or responsibility for users' projects.

Members must respect each other's intellectual property.

21.

Services and Support Scope

CometLab provides:

- Safety and technical training.
- Maintenance of tools and facilities.

CometLab does not provide:

- Project supervision.
- Acceptance of deliveries.
- Cleanup of personal workspaces.

22.

Sanctions and Enforcement

Staff decisions regarding safety and access are final.

Possible measures include:

- Verbal warning.
- Temporary suspension.
- Permanent termination of membership.

23.

Rental of Event and Meeting Spaces

All events held at CometLab must be conducted in a responsible and respectful manner. Guests are expected to use the facilities and equipment safely and only for their intended purpose, following any instructions provided by staff. Any damage to tools, furniture, or the building must be reported immediately and may result in repair or replacement charges. The space must be left clean and in the same condition as it was found, with all materials and waste properly disposed of. Noise levels should be kept within reasonable limits, and all safety and emergency procedures must be followed at all times.

