

Robotics Lab Scheduling Policy for Teams

Available Hours

The Robotics Lab may be reserved at no cost by youth robotics teams to meet and practice from September through March. Available hours are:

Mondays 3:00 – 9:00 p.m.

Tuesdays 3:00-7:00 p.m.

Wednesdays 1:00 – 6:00 p.m.

Thursdays 3:00-8:00 p.m.

Saturday 10:00 – 4:00 p.m.

Times are subject to iHub staff availability and other events. Requests to schedule hours outside those noted above may be made to ihub@northeast.edu.

Requirements

- Must be a registered team (*FIRST*, VEX, CREATE, etc.).
- Must have a completed team registration form on file.
- Each practice must be scheduled using the online reservation form.
- An adult coach or mentor listed on the team's registration form must always be present with the team.

Scheduling

- Multiple teams may schedule the Robotics Lab at one time. Teams are expected to cooperate with each other to share the space. Up to two teams may schedule each field during the same time slot. Fields include:
 - 1 FTC field
 - 1 VEX V5RC field (also used for CREATE Open)
 - 2 FLL tables
- The Co-Lab will generally be available as a meeting space for teams. The Co-Lab is an open classroom-style area that is not reservable by teams. However, two individual breakout rooms can be reserved for private work.
 - Occasionally, the Co-Lab and breakout rooms may be unavailable due to another scheduled event. In this case, teams may only work in the Robotics Lab.
- During their scheduled time, teams may use the Prototyping Labs (including 3D printers) only for creating custom parts or objects related to their team's competition. This does not require an iHub Membership, but priority will be given to iHub Members who have reserved equipment. Reservations should be made with an iHub staff member to ensure there is no conflict with other member projects. Fees still apply for material use (filament, etc.).
 - Use of equipment in the Prototyping Labs must be supervised by an adult coach or iHub staff member who has completed proper training.
- Teams will not have access to the Industrial Automation, Electromechanical, Woods, or Metals labs. Only team members who have a separate individual or family membership may use the Woods and Metals labs after completing necessary training.

Expectations for Teams

- All team members are expected to be respectful, responsible, and cooperative. Yelling, running, and horseplay are not permitted.

- The iHub will provide regulation fields and game sets. These should be treated with care so they are not damaged.
- Teams must provide their own robotics equipment and supplies. Limited storage space is available on a first come first served basis. Check with an iHub staff before leaving equipment in the lab.
- College-owned robotics kits and equipment in the lab are property of the iHub and are not to be used by teams or taken out of the lab without permission from iHub staff.
- No food or drink is allowed in the Robotics Lab. Food and drink may be consumed in the Co-Lab or Lounge area, but teams must take care to clean up after themselves.
- Teams are expected to maintain cleanliness and organization in the lab. This includes cleaning up supplies and equipment during and after practices. Areas should be left as they were found to be respectful of other teams, the public, and iHub staff.

Expectations for Coaches

- Youth team members are considered under the care of their coach while practicing in the iHub.
- Do not leave youth unsupervised in the iHub.
- Make sure your team cleans up during and after your scheduled time to leave spaces as you found them.
- Reinforce respectfulness, professionalism, and accountability. The iHub is a public space used by many other teams and community members.
- Make sure you have emergency contacts for each team member.
- Use a formal checkout process for youth to ensure they leave with a designated parent or guardian. Maintain the same level of care for high school students who drive themselves to practice.
- Communicate any concerns with iHub staff in a timely manner.

These policies are subject to change at any time as determined by iHub staff. Our goal is to provide the best possible experience for all youth teams while continuing to support the general public (iHub Members) and other iHub events, trainings, and programs.

Any violations of these guidelines or other behavioral issues may result in an individual or team membership being revoked.