

Regulations

# Access to Coworking



SAPERi&Co

Sapienza Enhances Research  
Innovation and Coworking



SAPIENZA  
UNIVERSITÀ DI ROMA

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This regulation defines the duties of SAPeri & Co Coworking users in order to insure the rights of use in respect of staff, places and tools.

It also illustrates:

- the rules of access to the premises;
- proper and correct use of the equipment made available;
- the operational and safety procedures to be followed;
- the tasks of human resources structured in Coworking;
- disciplinary rules;
- the booking procedures and the payment methods that may be necessary to use them of the Centre's services

All the points of this document have been developed and integrated to better respond to the specific purposes of SAPeri & Co Coworking.

### ... A CENTER FOR TECHNOLOGY TRANSFER

SAPeri & Co is a research and services infrastructure of the Sapienza University of Rome created to promote excellence in applied research of the largest university in Europe and to offer dedicated services to companies and external entities.

SAPeri & Co aims to activate and stimulate synergies:

internally at the University

- supporting researchers in accessing interdisciplinary activities, and cutting-edge equipment
- accompanying students to enter the world of work through the creation of useful activities to encourage opportunities for direct contact with the world of companies

outwards

- creating a meeting and exchange ground between the world of excellent public research and that of entrepreneurship
- making state-of-the-art equipment and know-how available to companies and public and private bodies in various research fields

A large Research, Innovation and Training infrastructure, which, according to the European model of Research Infrastructures, aims to encourage the multidisciplinary of knowledge and skills; assist innovation and technology transfer; activate collaboration between academia and the business world; stimulate the creation of new entrepreneurships; enhance the excellence and values of Sapienza at national and international level; systematise the network of laboratories and skills of the largest university in Europe.

**WORKSHOP**

**COWORKING**

**3D PRINTING CNC MILLING CO2 LASER CUTTING**

**MATERIAL POINT**

**DIGITAL PRINTING**

**TRAINING**

**ELECTRONICS STAND**

**AEROSPACE**

Lab on demand

**CULTURAL HERITAGE**

Lab on demand

**SERVICES**

**RENEWABLE ENERGY**

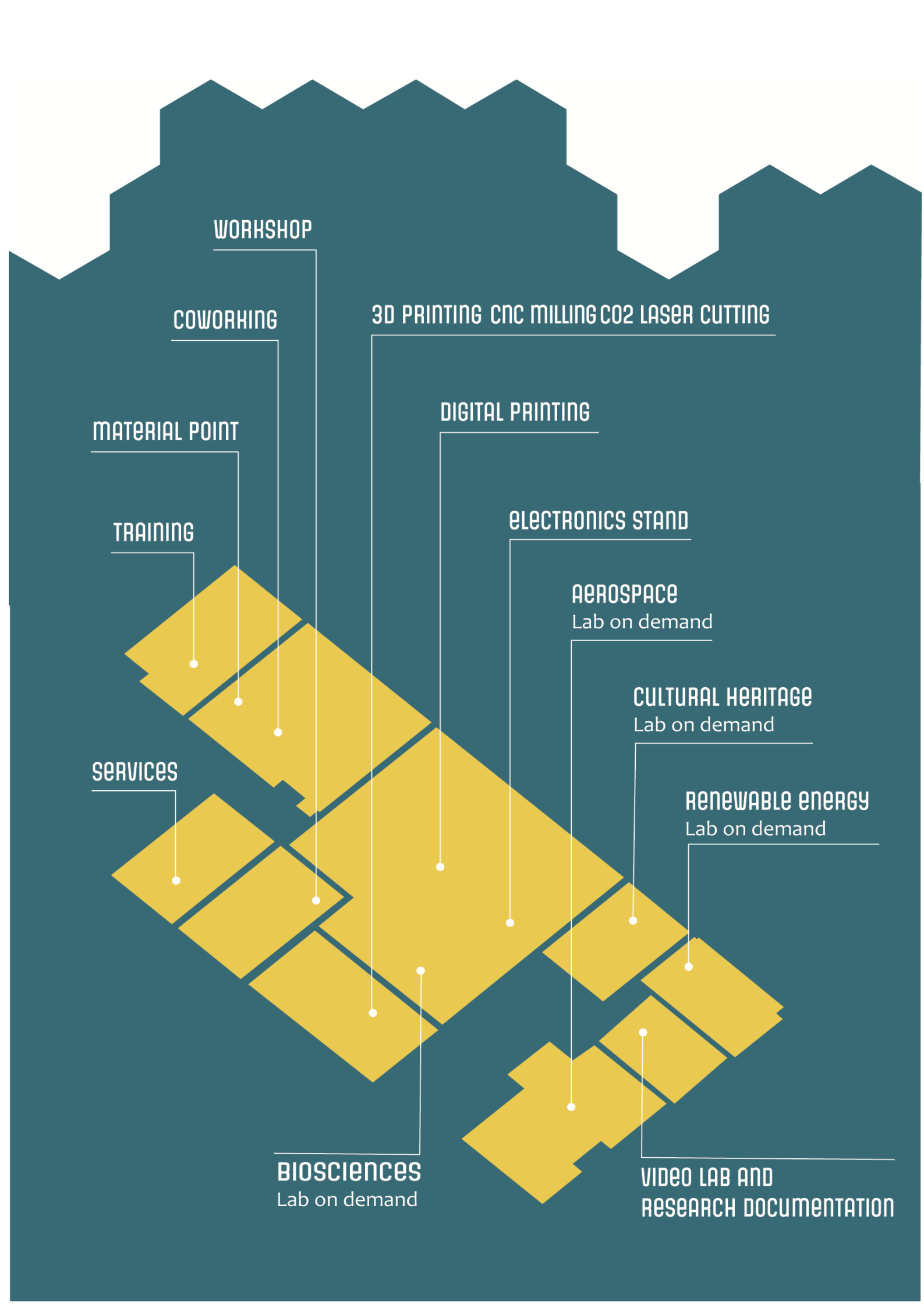
Lab on demand

**BIOSCIENCES**

Lab on demand

**VIDEO LAB AND**

**RESEARCH DOCUMENTATION**



### ... THE COWORKING, ORGANIZATION AND MANAGEMENT MODEL

SAPeri & Co Coworking is a space dedicated to the meeting of different knowledge and in which students, researchers, professionals and entrepreneurs can operate and compare.

The space, of about 100 square meters, is organized in an "open" and multifunctional way, with 20 workstations, 16 PCs, Wi-Fi network, projector, LIM, PC and allows you to have a work station that can be booked "on time". "Or to organize activities for the dissemination and communication of research in line with the objectives and mission of the Center.

Coworking is configured as a "facilitator" place for community building through the integration of different skills, in the sign of multidisciplinary and with the aim of being an incubator of research and innovation.

Inside the Coworking area there is a Materialdesign Point, a material library created by MaterialdesignLab, the design laboratory dedicated to the theme of product innovation through the use of innovative materials, with a small library of dedicated texts and a selection of samples of materials with a high rate of innovation - patented and / or in the process of patenting and industrialization - useful to give impetus to a discussion on the topic.

### ... ACCESS MODE

Access to Coworking SAPeri & Co is allowed for a maximum of n. 25 users simultaneously and subject to the issue of an electronic access membership card, which will be issued at the Center itself.

The use of the Center's equipment and materials is reserved for registered users only and according to two types of users:

- Sapienza users, students, doctoral students, researchers, teachers and laboratory technicians of Sapienza in good standing for the administrative part.

Researchers and teachers who are not members of the Center can:

- reserve a position in the Coworking area according to the current tariff
- book the use of the equipment and instruments of the Fab Lab and Workshop space according to the current tariff (\* the costs for materials are borne by the user)
- collaborate in the activities of colleagues from other scientific sectors, thus activating profitable exchanges between "knowledge" and disciplines

- Guest Users, employees or persons in charge of external subjects such as companies, organizations and associations, authorized to access on the basis of a planned research collaboration activity with the Center can book the entire Coworking space for specific initiatives. The reservation is subject to the payment of the fee provided in the Temporary Space Concession Regulations viewable on the Sapienza website (Heritage Area), a fee that will be reduced by 50% in the case of institutional activities or in collaboration with the Center.

Specifically, external subjects can:

- reserve the coworking area for specific activities and initiatives
- reserve the training area for specific activities and initiatives
- request support activities for the development of innovative ideas, taking advantage of Sapienza's know-how and using the sophisticated equipment available in SAPeri & Co and in the Network laboratories
- propose and promote partnership initiatives (experimental research, training activities, seminars, workshops and hackathons)

### ... GENERAL RULES FOR USERS

Access to the Coworking spaces is subject to having read the current safety regulations. Therefore users will have the obligation to comply with the provisions of this regulation and in particular:

- fulfill the training required by current legislation on security and on Sapienza's personal data
- wear personal protective equipment as indicated in the specific information placed in the coworking space
- promptly report to the Technical Manager any anomaly, damage or malfunction of the equipment supplied
- take care of your personal belongings (staff and management will not be responsible for any damage or theft)

### ... EQUIPMENT

Coworking has available:

- n. 25 workstations
- 16 portable PCs
- an interactive whiteboard LIM
- a projector
- a material design point, library of materials and dedicated texts
- WIFI network

### ... GENERAL SAFETY RULES

Access to the spaces of the Center and to the workstations is reserved only to those entitled according to the provisions of this regulation. Users are required to strictly comply with the rules listed below:

- smoking and the use of open flames in laboratories is prohibited;
- it is forbidden to leave objects, bags or anything near the emergency exits or along the marked escape routes; the objects owned by users, which are not necessary to carry out the project, must be stored in the appropriate wardrobe room;
- it is mandatory to comply with the specific safety and operating standards for each workstation and the laboratory in general;
- it is forbidden to tamper with the equipment and carry out maneuvers that can cause damage and dangerous situations to themselves and to other users;
- it is forbidden to use the equipment without having received adequate training (levels 1 and 2);
- it is always forbidden to use level 3 machinery independently;
- it is mandatory to use machines and tools appropriately;
- it is mandatory to use the personal protective equipment (PPE) supplied with each equipment;
- it is mandatory to take care of and keep the PPE supplied;
- it is mandatory to report any damage and / or malfunction of tools and equipment to the managers;
- it is forbidden to use tools and equipment that are recognized and reported as damaged, malfunctioning or without their own safety devices.

### ... TASKS OF THE TECHNICAL MANAGERS

The figures responsible for the technical and operational operation of the spaces and equipment of SAPeri & Co., are the FabLab Manager and the Technical Manager.

The Fablab Manager is the Technical Director of SAPeri & Co. FabLab, and he is the person in charge/RADL for safety, taking care of managing the premises, machines and supplies and laboratory activities, including the timing of processing and use of the machinery.

His main duties are:

- responsible for opening and closing the laboratory;
- laboratory safety manager
- management and organization of laboratory activities;
- management of supplies of materials;
- control over access to laboratory spaces and the use of equipment according to the operating and safety standards of this regulation.

The Technical Manager is the general manager of the laboratory as well as the manager of the use of equipment, tools and machinery.

His main duties are:

- ordinary maintenance of machines and tools;
- supervision of the use of the machines and their reservations
- inventory management and consumables warehouse;
- initial tutoring and user support.

The duty of the structure is to provide for the protection of the safety and health of workers (Legislative Decree 81/08). The safety manager is identified in the figure of the Fablab Manager

### ... TASKS OF USERS

SAPeri & Co users are treated as safety for workers and therefore must carry out a basic course on safety and on the correct use of new spaces provided free of charge by Sapienza to train and inform exposed subjects on risks and prevention measures and protection that must be adopted (Legislative Decree 81/08, art. 6 DM 5 August 1988, n. 363). The course is communicated through the main communication channels (website, newsletter, email, bulletin board).

### ... ACTIVITIES TO BE CARRIED OUT SAFELY

The autonomous use of each tool within SAPeri & Co is subject to the user's authorization levels according to the criteria established by the laboratory itself. In any case, the following activities must be carried out paying particular attention to the safety conditions established and available in the infographics on the correct use of the machinery and processing materials present in the laboratory and online, in order to avoid damage to people and objects.

- activities at risk of entanglement, dragging and entrapment (printing and cutting plotter)
- activities at risk of electrocution (use of PCs and other electronic devices)

### ... USE OF PROTOTYPES AND NEW PRODUCTS

The use of prototypes of machines, work equipment and equipment, of plants or technical means made and used in research, teaching and service activities is subject to the correct protection of personnel, by means of an assessment in the planning stage of the possible risks associated with the realization of the project and with the adoption of any specific precautions, based on the available knowledge. Operators must be adequately trained and informed on particular risks and on particular prevention and protection measures.

### ... DISCIPLINE AND BEHAVIORAL RULES. DUTIES OF MEMBERS

Users who have access to the Center and equipment are required to maintain the status of the places.

At the end of the work, it is mandatory to return tools, materials, containers of consumables and in any case all the things that have been used for the project.

Workstations for used tools must be cleaned properly. Users are required to properly dispose of ordinary waste.

Any damage, problems, theft, as well as the exhaustion of consumables, must be promptly communicated to the laboratory manager.

For no reason, users can take materials, tools and consumables stored in the lockers with a key.

The user also responds personally to the integrity of the tools that have been entrusted to him and to the possible removal of the same.

It is forbidden to leave your work in the Center except for the time strictly necessary for their completion; in any case it is not allowed to leave the premises without first having correctly stored the tools, materials and creations of one's work. The responsibility for the theft of personal objects or project components lies with the users.

In the spirit of sharing skills and knowledge, users are warmly invited to an active peer tutoring, to the drafting of written notes, the integration of instruction manuals and use of the equipment, of operating schemes for procedures and of everything that can favor and increase the synergies between users and increase the potential of human and technological resources belonging to the laboratory.

### ... REVOCATION OF ACCESS

The use of the equipment and access can be revoked following shortcomings, defaults and serious irregularities.

Access to the SAPeri & Co. Center can be revoked in case of:

- inappropriate disturbing behavior during training, study, research, planning and administrative activities;
- damage and / or vandalism towards objects and / or people;
- violent and / or offensive attitudes towards people, including racism and discrimination;
- perpetual failure to comply with safety standards during the performance of its activities

### ... RATES

- Weekly rate for single coworking station: € 40 (\* the station does not have a Laptop)  
Equipment: desk, Wifi, printer, landline phone (rate on consumption prints)

- Monthly fee for a single coworking station: € 100 (\* the station does not have a Laptop)  
Equipment: desk, Wifi, printer, landline phone (rate on consumption prints).

### ... MEMBERSHIP

<b>PREMIUM</b> FAB LAB + COWORKING		
100h		
€ 4500*		
Included at choice (to be specified at the time of subscription) 20h coworking or 10h fablab * or free file assistance		

<b>STANDAR FAB LAB</b>		
10h	20h	30h
€ 450*	€ 880*	€ 1200*
+10h free coworking		

<b>STANDARD COWORKING</b>		
10h	20h	30h
€ 50	€ 90	€ 120
+ 5h 3d printing / plotter / lasercut in the fablab for free *		

### ... PRIVACY POLICY

The data provided will be processed in compliance with the provisions of Legislative Decree of 30 June 2003 n. 196, according to the principles of correctness, lawfulness and transparency and to protect the privacy of the interested party who retains the rights referred to in art. 7 (access, cancellation, rectification, opposition etc.).

The data controller is Sapienza University of Rome.

The Data Processor is the Director of the SAPeri & Co. Center.



### ... INFO AND OPENING TIMES

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