**GENERIC TMC Lab Lending Policies and Agreement**

[Insert Lab # and name]

Updated [date]

Think Make Create (TMC) Labs are mobile makerspaces that teach STEM concepts with fun, hands-on, inquiry-based activities. The TMC Labs program is co-managed by the Idaho Out-of-School Network and the University of Idaho Extension 4-H Youth Development Program. The project is licensed by the Nebraska Children and Families Foundation to the co-managers. As of 2024, 28 TMC Labs in Idaho are hosted and managed by schools, non-profits, libraries, and youth programs. No two TMC Labs are managed in the same way; each TMC Lab is independently operated by the host organization with their own unique policies. TMC Lab #[insert] is owned by [whom?] and managed by [whom?]. Contact [lead trainer of organization] for information at [insert email] or [insert phone] about TMC Lab #[insert]. Contact Amy Post, TMC Labs Project Coordinator at the Idaho Out-of-School Network (apost@jannus.org or (208) 789-6325) for information regarding the TMC Labs program. Learn more about TMC Labs at the Idaho Out-of-School Network [website](https://idahooutofschool.org/). The “[For Educators](https://idahooutofschool.org/think-make-create-labs-curriculum/)” page contains curriculum, training dates and other resources.

**Scheduling a TMC Lab**

Contact [leader trainer] at [organization] to inquire about borrowing and using TMC Labs resources from Lab #[insert]. The best way to request to borrow TMC Lab #[instert] is to fill out [LINK FORM or insert other way to contact]. Contact [lead trainer] at [insert email] or [insert phone] with questions or for special requests. Once the TMC Lab host receives your request, they will confirm or deny the availability of the TMC Lab and/or its materials. Request the TMC Lab at least [insert lead time] before your activity or event. Availability is not guaranteed and subject to change.

Before borrowing the TMC Lab, plan how you will use it. Choose activities from the TMC Labs activity guide, found [HERE](https://www.livebinders.com/play/play_shared_binder/2803385?backurl=%2Fshelf%2Ffeatured&play_view=play&utf8=%E2%9C%93#anchor) (use passcode “16”) and estimate the number of youth who will be completing the activity. You can also borrow manipulatives or plan your own activities using TMC materials. A complete stocking list is found [HERE](https://idahooutofschool.org/wp-content/uploads/2023/11/2023_TMC_Stocking_List_Final.xlsx). Communicate your plans to the TMC Lab host using the [INSERT LINK or other way to contact]. Most TMC Labs have enough materials for 30 youth to do all the TMC Lab activities, but availability varies. The more you plan ahead, the more likely the TMC Lab is to be stocked with the materials you will need.

Plan to schedule the TMC Lab at least three days before your activity or event. Allow time for educators using the TMC Lab to go through the lab and find the supplies they need. Use the provided stocking list inside the trailer, or the list found [HERE](https://idahooutofschool.org/wp-content/uploads/2023/11/2023_TMC_Stocking_List_Final.xlsx) to find and return supplies to the correct location.

TMC Lab #[insert] provides the following options for borrowing the TMC Lab and its resources: [delete or add options depending on how you lend out your lab: a) borrow the entire TMC Lab trailer, b) borrow materials for specific TMC activities, c) borrow specific materials from the TMC Lab, or request a guest instructor come to your location to lead a STEM activity]. TMC Lab #[instert] or its materials are to be picked up and returned to [where?] [when? Insert times you are available or tell them to schedule an appointment with you.]

**Transporting a TMC Lab**

Coordinate with the TMC Lab host to move the TMC Lab if you are borrowing the entire trailer. [Optional: Trailer #[insert] must be moved by the borrowing organization. When scheduling allows and with at least [insert lead time], the [host organization] may be able to move the trailer for the borrowing organization, but this is not standard procedure.] TMC trailers must be hauled by a vehicle that can pull 3,000 to 4,000 lbs., and must use a hitch with a 2 5/16-inch ball. Drivers must have a valid drivers’ license and carry liability insurance. The Idaho Out-of-School Network recommends $1 million auto liability coverage. [Do you want them to be required to give you a copy of their Driver’s License and insurance? ION doesn’t require it, but you can.] Report damage to the TMC Lab to the Lab host immediately.

Consult the “[Trailer Checklist](https://idahooutofschool.org/wp-content/uploads/2024/03/Hitching-and-Hauling-checklist.pdf)” and “[TMC Labs Manual](https://idahooutofschool.org/wp-content/uploads/2024/03/Trailer-Users-Manual.pdf)” for instructions on safely hooking up, hauling, and setting up the TMC Lab.

**Using and returning the TMC Lab**

Familiarize yourself with the contents and organization of the TMC Lab. Return items to their correct bins and track your use of consumable supplies. If you are unsure where to return items, do not place them in random bins; give them to the TMC Lab host when you return the TMC Lab. Each TMC Lab has its own unique stocking list. If a stocking list for the specific lab is unavailable, use the stocking list found [HERE](https://idahooutofschool.org/wp-content/uploads/2023/11/2023_TMC_Stocking_List_Final.xlsx). Pay attention to the Lab number and tabs along the bottom of the spreadsheet to find the correct list. Return the TMC Lab to [where?] on your scheduled day and time in good condition; put things back where they came from, clean up messes and sweep it out. TMC Lab #[insert] is available to use for [free or explain your costs] to [your town/community] and surrounding community members through support from the Idaho Out-of-School Network, University of Idaho 4-H Youth Development, and [insert trailer sponsor, if applicable If you don’t know, look for a decal on the outside of your trailer.]

**Reporting your use of the TMC Lab**

Upon return of the TMC Lab, complete a user report and communicate with the lab host how you used it. Complete the user report (including materials used) online [HERE](https://app.smartsheet.com/b/form/ee79b5f2ad0b4223bcd4ca3f12b2c6af), or complete a [paper report](https://idahooutofschool.org/wp-content/uploads/2024/01/2024-TMC-user-report.pdf) if instructed to do so by the TMC Lab host. Let the host know which materials you used (including quantity) via an email or by including it in the “[restocking report](https://idahooutofschool.org/wp-content/uploads/2024/03/Restocking-Form.pdf)” section of the user report, also found singly [HERE](https://idahooutofschool.org/wp-content/uploads/2024/03/Restocking-Form.pdf). Also tell the host if anything breaks or if you had issues with any of the materials. If you conduct multiple sessions with the same student, count that student every time. So, if the same student does 10 TMC sessions, they get counted 10 times.

User reports help us understand how TMC Labs are used in their communities, help us improve the program, allow us to measure progress towards our goals, and most importantly, help us tell the story of TMC Labs to our stakeholders and funders. We rely on user reports to keep the TMC Labs program free or low-cost to our users.

**Agreement:**

I have read, understand, and agree to abide by these policies. Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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