



## K-12 Policies

### **Individual Access**

For individual minors (persons under 18 years old) and groups of minors requesting a tour of Ideation Station, information may be found on the [www.tri-c.edu/ideationstation](http://www.tri-c.edu/ideationstation). For individual minors and groups of minors requesting to work in Ideation Station, the following policies apply. Parents and guardians are reminded that Ideation Station is a workshop environment with many potential hazards. Small children must be monitored closely to prevent accidental injury.

1. Ages 0 through 4
  - a. May not visit the Ideation Station (unless in a Tri-C sponsored class or event)
2. Ages 5 through 7
  - a. May only use Level 1 equipment ([see access policies](#))
  - b. Must have an adult supervisor present at all times
  - c. Must have a signed Ideation Station Release Indemnification form on file at the Ideation Station
3. Ages 8 through 11
  - a. May only use Level 1 and 2 equipment ([see access policies](#))
  - b. Must have an adult supervisor present at all times
  - c. Must have a signed Ideation Station Release Indemnification form on file at the Ideation Station
4. Ages 12 through 17
  - a. May only use Level 1, 2, and 3 any equipment ([see access policies](#)) they have been properly trained on (may use Level 4 with a signed liability form by legal guardian specifying use of Level 4 equipment)
  - b. Does not need an adult supervisor for, but must present a non-expired ID. Valid forms of identification include a driving license, state ID, passport, school ID, or public library card
  - c. Must have a signed Ideation Station Release Indemnification form on file at the Ideation Station

## Group Access

The policies for groups of minors (persons under 18 years old) wanting to access The Ideation Station are as follows:

1. **Group Size:** Ideation Station has capacity for groups with up to five (5) minors ages eleven (11) and under to work in the lab areas. This is a hard limit; however, the program manager or the lab supervisor can make exceptions to the rule and preapproval is required before visiting the lab. If your group is just coming in for a tour, groups of up to 20 may be accommodated in the Ideation Station ages twelve (12) and up and an appointment is required. To contact the Ideation Station team for appointments or other inquiries email [ideationstation@tri-c.edu](mailto:ideationstation@tri-c.edu).
2. **Group Supervision:** An adult supervisor must remain present at all times with minors eleven (11) and under. This supervisor must be actively monitoring the minors and not engaged in other activities such as phone calls, emails, personal projects, etc.
3. **Release Form:** Participants and their legal guardian must sign the [Ideation Station Release Indemnification](#) and deliver it to the activity organizer. This only applies to students who will be working in Ideation Station and not to tour groups. The activity organizer must ensure that every single participant (with no exceptions) has submitted a signed form, and must deliver these forms to Ideation Station staff upon arrival. If a participant arrives without a signed form, they will not be allowed to participate.