MILL Reservation Protocol

About The MILL

The MILL is a project of the Mid-Valley STEM-CTE Hub, a hosted program of Linn-Benton Community College (LBCC). The space, materials, and equipment have been acquired and sustained through state, federal, and philanthropic grant funds to support **primarily K–12 public school educators and students** in STEM learning across Linn and Benton counties.

Although The MILL is located on the LBCC campus, it is not an LBCC-funded instructional or student-service resource. Access is provided on a limited, capacity-based model supported by Hub staff only as availability allows. We endeavor to provide reasonable access within these constraints while prioritizing safe, mission-aligned use.

Purpose of Reservations

To ensure the safe, equitable, and mission-aligned use of The MILL, all activity in the space must be scheduled in advance. Reservation requests help prevent scheduling conflicts, reduce safety risks associated with hazardous or fragile equipment, and allow Hub staff to manage access within the limits of our current capacity.

When to Submit a Request

- Submit reservation requests **at least three (3) business days before your session**.
- Earlier requests are strongly encouraged, especially for events requiring specific tools or setup.
- Same-week requests may be accommodated only when feasible based on staffing and space availability.

How to Request a MILL Session

Email the MILL Coordinator (montgok@linnbenton.edu), providing:

- Proposed date and timeframe
- Description and purpose of the session
- Expected number of attendees
- Equipment or tools requested

After approval, create a Google Calendar event and invite mill@linnbenton.edu

If you do not receive a response within two business days, or if your request is student-centered, contact the MVSCH Director (whitess@linnbenton.edu) for expedited review.

Accessing The MILL

Because there is no dedicated staffing for The MILL, access will vary depending on Hub staff availability.

- A staff member will unlock the space when possible.
- Users must **not leave the door unlocked**; use a temporary doorstop if needed, and ensure the door is closed and locked when leaving.

Expectations During Use

All users must:

- Follow posted safety rules and only operate equipment for which they have received training or authorization.
- Maintain appropriate supervision for any youth or group activities.
- Conduct activities aligned with the mission of supporting STEM learning for educators and students.
- Report any equipment issues, malfunctions, or safety concerns immediately.

Closing Responsibilities

Before leaving The MILL, users must:

- Clean tables, sweep floors, and remove debris.
- Return furniture, tools, and equipment to their designated locations.
- Dispose of large volumes of trash in outdoor dumpsters.
- Remove all personal materials and unfinished projects (no storage available).
- Ensure the door is closed and locked upon departure.

Post-Use Feedback & Data Collection

To help the Hub maintain grant compliance, demonstrate impact, and improve access to The MILL over time, all users are asked to complete a brief **Post-MILL Use Feedback Form** after each session.

The form will request:

- Type of activity conducted
- Number and role(s) of participants
- Tools or equipment used
- Learning outcomes or project results
- Any equipment, safety, or facility issues observed

- Recommendations for improving the user experience

This data supports:

- Required grant reporting
- Evaluation of equitable access across districts and educator groups
- Planning for future staffing, tools, and cooperative operations
- Ongoing improvements to safety and training protocols

A link to the form will be provided in reservation confirmation emails and posted inside The MILL.