

# Welcome to TechPlace!

## TERMS OF USE

1. *Hot desk for Pre-incubation clients:* To be eligible to utilize hot desking at TechPlace, you must meet one of the following criteria:
  - *Client of Haltech Regional Innovation Centre*
  - *Client of Regional Innovation Centre recognized as part of the ONE Network*
  - *Member, current investee company, or referral from Angel One Investor Network*
  - *Current or graduate company registered with a Campus Linked Accelerator*
  - *Corporate or institutional partner of BEDC, TechPlace, or Regional Innovation Centre.*

Validation must be provided via endorsement form, completed between prospective day user and referring organization.

2. *Operational Hours and Pass Cards – 24/7* access to TechPlace is only available to co-location partners and Launch Pad clients. TechPlace office hours, which includes hours for day users are Monday to Friday from 9:00AM to 5:00PM.
3. *Liability* – TechPlace and BEDC assume no risk or liability for loss or damage to property or for death or injury to persons incurred on or in any way related to this Agreement or the TechPlace premises, however caused. All property left on the premises is at the risk of the owner of the property.
4. *Damage* – It is in violation of this Agreement to damage the premises or any property on site. The Day User will be wholly responsible for repair and clean-up costs resulting from damage caused by the Day User, its employees, associated, clients or customers.
5. *Non-Disclosure Agreement* – It is a term of this Agreement that the Day User, its employees and associates, will not disclose the confidential information of any other person, company or participant, received either directly or indirectly, while participating in TechPlace programs, without the prior written consent of the owner of such confidential information. By signing this Agreement, the Day User accepts this non-disclosure obligation and agrees to be bound by it.
6. *Mailing Address* – Only co-location partners and current Launch Pad clients may utilize the suite address as their business mailing address.

TechPlace  
5500 North Service Road, Suite 801  
Burlington, Ontario  
L7L 6W6

Day Users may not use TechPlace as their mailing address. TechPlace reserves the right to destroy without notification mail that is not addressed to TechPlace, a co-location partner, or Launch Pad company.

7. *Equipment* – Use discretion with any equipment other than computers that is brought into TechPlace. Any other equipment should be approved by TechPlace staff before setup.
8. *Use* – TechPlace is subject to Standards of Use described in the lease with the Landlord and to City by-law regulations. Any use other than general office must be cleared in writing by TechPlace.
9. *Printing and Photocopying* – Access to the printer and photocopier is available to co-location partners and Launch Pad clients while they have an office at TechPlace. Day Users must request occasional use of the printing facilities at reception when needed. Please do not abuse the equipment and avoid printing when possible. BEDC reserves the right to charge for printing, photocopying and administrative services based on use of such services.
10. *Kitchen Facilities* – Kitchen facilities, including coffee machine and microwave are provided. All participants are responsible for supplying their own coffee and food and for cleaning up and disposing of refuse after use of the kitchen facilities.
11. *Cleanliness* – Desks and work areas must be kept in tidy and clean condition at all times. No food items or empty containers may be left on desks. No belongings may be left at any hot desking station.
12. *Board Rooms and Meeting Rooms* – TechPlace board rooms and meeting rooms may be available for you to book. Please follow the booking policy and process as outlined by TechPlace.
13. *Visitors* – Use discretion with visitors, and be cognisant of the visitors of other participants (clients, customers, partners, etc.)
14. *Parking* – Building Management provides free parking. Bike racks are also available free of charge near the front entrance.
15. *Internet Use* – Please practice good and safe judgement on the Internet. Websites that could be considered pornographic, gambling, or offensive in any way will not be tolerated and access to such sites is grounds for immediate dismissal from the program and a ban from TechPlace.

**By completing the guest sign-in survey you agree to the above terms of use.**