

MEETING ROOM RENTAL POLICIES

Thanks for booking a Meeting Room at Innovation Works – high five! Please note these policies only apply to our Meeting Rooms – if you have rented one of our larger Event spaces, please refer to the Rental Agreement provided by the Events Manager.

Accessing the Building

Innovation Works' regular business hours are Mon-Fri, 8:30 am – 4:30 pm.

If you are an Innovation Works co-tenant, you can access the building between the hours of 7:00 am – 7:00 pm using your FOB. Bookings that occur outside of these hours will require a security code. Contact Nikita animator@innovationworkslondon.ca to make the necessary arrangements.

If you are a Community Associate or external booker, meeting room bookings that occur outside of business hours will require you to pick up an Event Pass. Our team will inform the renter of this process at the time of booking. It is the renter's responsibility to pick up the Event Pass during business hours; failure to come before your booking could mean that you are unable to access your room.

You may post a sign on the outer doors with your phone number and event information to direct guests. Please do not prop open the doors and remember to take down your signs afterward.

Accessing the Building After Hours

Please pick up the Event Pass on the ground floor of Innovation Works at our Welcome Desk.

You are kindly asked to return your Event Pass in the designated key return box, which will be shown to you when you pick it up. There is a \$25 charge for unreturned Event Passes.

Renters will be asked to sign a separate waiver relevant to the Event Pass upon picking it up.

Using Our Space

Ours is a DIY culture... what the heck does that mean?

- Hundreds of people use Innovation Works facilities every day; please be respectful and book enough time at the start and end of your rental to account for any additional setup or cleanup time.
- Users of Meeting Room facilities are responsible for their own room setup and cleanup, unless otherwise agreed to. This includes putting debris in the appropriate recycling/garbage bin, washing all dishes that have been used, placing used flipchart paper into the recycling, and wiping off the whiteboards. Failure to leave the room(s) in a clean and undamaged condition will result in a cleaning fee of \$50. A clean space is a happy space!
- If you remove or rearrange tables, chairs, or other items from the room, please return them after the booking is finished! There are floorplans posted in each

meeting room location and Innovation Works staff or volunteers are available to provide guidance during regular business hours.

- Please hang up any signage on our walls with sticky tack instead of tape, which can peel off our paint.
- We strive to produce as little waste as possible – if you are bringing in snacks, please feel free to use our kitchen facilities and dishware. Please wash all your own dishes, separate your waste into the proper bins and then pat yourself on the back for making a small but meaningful difference. Please avoid bringing in plastic water bottles.
- Users agree to pay for any damages caused to Innovation Works, its equipment, and its surrounding property as a result of the Meeting or Event. Please treat our space and equipment with love and care! Please approach the Welcome Desk at any location for assistance in finding the items you have booked.
- Reserving a Meeting Room does not include use of the Innovation Works workspace. Innovation Works is home to hundreds of co-tenants, so please be conscious of noise and foot traffic when using Meeting Room(s). Sometimes this may mean taking off shoes that may cause noise!
- Innovation Works management reserves the right to monitor all functions being held on the premises. It also reserves the right to refuse space to any group that it considers inconsistent with the purpose and policies of Innovation Works.
- Innovation Works is not responsible for items left unattended, nor is Innovation Works responsible for unsecured rooms and common areas. We wish we had superpowers, but sadly we can't be everywhere at once.

- The provision of alcoholic beverages on Innovation Works premises must be approved by Innovation Works staff prior to your booking. Any unapproved alcohol distribution in Innovation Works Meeting Rooms is considered illegal and will result in the inability to book Innovation Works space in the future, a potential financial penalty, and potential legal ramifications.
- There is a chance that Innovation Works may assign a different but comparable room to the user group, but will give notice and our full thanks for your understanding!
- Microphones and other amplification equipment are not permitted in Meeting Rooms during regular business hours, as this may affect our tenants and other Meeting Room renters. Computer speakers are permitted and we ask you to be courteous of those around you.
- Unless otherwise agreed to in writing, payment for all Meeting Room rentals will be sent via electronic invoice detailing your fees, including HST, within approximately 2 weeks of your booking(s). Payment can be done by cheque, credit, or etransfer; email bookings@innovationworkslondon.ca with any financial questions.



Emergencies

In the unlikely event of an emergency during business hours, contact the Innovation Works staff on site immediately.

For emergencies that may occur off-hours, please contact:

Paulette Soscia, Project Manager, 226-884-9059 x218
(this number will be directed to Paulette's cell phone)

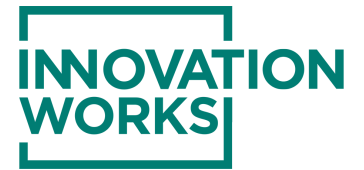
Failure to comply with the above policies, excessive noise, failure to pay for rental services, and/or damage may result in additional charges and the loss of rental privileges at the Innovation Works.

Cancellation

Out of fairness to all users of the space, Innovation Works requires at least three (3) business days' notice of your cancellation or you will be billed the full amount of the rental.

If you are an Innovation Works co-tenant and you do not cancel three (3) business days in advance, these hours will be deducted from your monthly allotment or overage charges will be applied.

To cancel a booking please call Innovation Works 226-884-9059 and our team will help you out. Innovation Works co-tenants may cancel bookings by logging in to the Platform.



Indemnification

By renting spacing at Innovation Works, you agree to release, hold harmless, and indemnify Innovation Works from any and all liability, costs or other claims resulting from any and all claims originating as a result of the Organization's use of the premises, equipment, or any and all other facilities provided by Innovation Works for the Organization.

Alright, now that we got that out of the way... you're going to love your time in our space! We thank you for choosing us and supporting our mission. Please contact us for any further questions at bookings@innovationworkslondon.ca.

Have a great meeting or event!