

TERMS OF USE – “THE LANDING”

1. To be eligible to utilize The Landing space at the Northwestern Ontario Innovation Centre (NOIC) you must:
 - a. Complete an application form the first time using the space
 - b. Agree not to solicit other users, staff, or ecosystem members.
 - c. Be contributing back to the space through mentorship, peer group, or attending events, and be open and willing to share your pitch to tour groups.
2. **Costs** – Daily fee for The Landing is \$15/day including tax, or a punch pass can be purchased for \$200 including tax for 20 uses, also includes 2 half day meeting rooms. Payment must be made before using the space, cash and e-transfer are both accepted.
3. **Hours**– Users may only utilize the space from 8:30am to 4:30pm Monday to Friday.
4. **Damage** – It is in violation of this agreement to damage the premises or any property on site. Users will be wholly responsible for repair and clean-up costs resulting from damage caused by the User, its employees, clients, or customers.
5. **Noise Level** – Members will maintain a noise level that will permit all members to work without disturbance.
6. **Non-Disclosure** – It is a term of this agreement that the 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 programming or working in the space. This includes any information communicated from NOIC staff received either directly or indirectly.
7. **Equipment** – Equipment within the space is wholly owned by the NOIC and is allowed to be used by the User with discretion of the NOIC staff. A nominal charge may apply for equipment usage and rental.
8. **Kitchen Facilities** – Kitchen facilities, including coffee machine, refrigerator, dishwasher, and microwave are provided. All participants are responsible for cleaning up the kitchen, appliances, and dishes after use. Items must be removed from the fridge at the end of the day.
9. **Cleanliness** – Desk and work areas must be kept in tidy and clean condition; desk and work areas must be fully cleaned and sanitized after use. Desk and work areas must be vacated at the day’s end.
10. **Scent-Free** – The Innovation Centre is a scent-free space, users and guests should be using unscented or fragrance-free products.
11. **Visitors** – Visitors are allowed, but please be cognisant that the space is a communal one. We encourage meetings with visitors to occur in a meeting room.
12. **Parking** – Pay-per-use parking can be obtained through Confederation College.
13. **Internet use** – Free internet is provided via Wi-Fi only. Please practice good judgement when utilizing internet services. Websites that could be considered pornographic, gambling, or offensive in any way will not be tolerated and accessing such websites is grounds for immediate termination of use of space.
14. **Liability** – The NWO Innovation Centre assumes 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 NWO Innovation Centre space, however caused. All property left on the premises is at the risk of the owner of the property

I _____ agree to all the terms of use for The Landing space
(Print name)

Client Signature

Date

NOIC rep signature

Date

