

RENTAL AGREEMENT – “THE LANDING”

Summary, and important points:

- **Payment must be made before using the space.**
 - **Users may only utilize the space between 8:30am-4:30pm.**
 - **Users may not rearrange space or move furniture without permission and assistance from an NOIC staff member.**
 - **Users are responsible for keeping meeting spaces clean and orderly.**
 - **Users are not permitted to hang or attach anything to the existing infrastructure in the Innovation Centre.**
1. **Costs** – Payment must be made before using the space, cash and e-transfer are both accepted, as per Schedule A.
 2. **Space Usage** – Users may not occupy additional spaces that are not part of the rental agreement. After a Rental Agreement has been confirmed, permitting that space is available, users may rent additional spaces as per Schedule A.
 3. **Hours** – Users may only utilize the space from 8:30am to 4:30pm Monday to Friday. Staff will not be available before and after these times unless special arrangements are made ahead of time. If users surpass their agreed upon rental time by more than 30 minutes, overtime charges will apply as per Schedule A.
 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. Users are not permitted to hang or attach anything to the existing infrastructure in the Innovation Centre.
 5. **Noise Level** – Users 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 and Furniture** – 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 charge may apply for equipment usage and rental. Users may not rearrange the space or move furniture without prior permission and assistance from an NOIC Staff member.
 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 placing dishes in the dishwasher after use. Users must ensure that food items are covered and/or stored in the fridge throughout the duration of their rental time, and items are removed from the fridge at the end of the day. Any items left in the fridge will be disposed of at the end of each day.
 9. **Cleanliness** – Meeting rooms and work areas must be kept in tidy and clean condition; tables and work areas must be fully cleaned and sanitized after use. Desk and work areas must be vacated at the day’s end. Room rental users are also responsible for helping to keep communal spaces clean and orderly. This includes, but is not limited to, removing all personal items from communal areas after use.
 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 or through NOIC at request.
 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 NOIC 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 NOIC 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 the Rental Agreement for The Landing space.
(Print name)

Client Signature

Date

NOIC rep signature

Date



Schedule A:

Cost for Hot Desk rentals is \$15 (including tax) per day.

Cost for Meeting room rentals is \$50 per day, \$25 per half day or \$10 per hour. This includes the Growth, Discovery, Launch, and Ideation room.

Cost for boardroom rentals is \$500 per day, \$250 per half day or \$75 per hour.

Cost for The Landing space rental for the purpose of holding a special event will be determined on a case-by-case basis.

Overtime rates for boardroom rentals will be applied at a rate of \$125 per hour.

Overtime rates for meeting rooms will be applied at a rate of \$25 per hour.