

## **Innovation Center (NIIC): Conferencing Service – Building Use Policy**

### **Adopted: June 1, 2009 Version 1.2**

The Innovation Center is a community-based, non-profit organization. Our conference facilities and amenities exist primarily for the benefit of our client companies and community partners. As such, we feel it is important to share our facilities with others in the community based on the guidelines below:

- Use of the facility is on a first-come/first-serve basis
- Government, Indiana partners/sponsors, funders, board members, clients, and affiliated education institutions (IPFW, Ivy Tech, Huntington, Taylor, and all N.E. Indiana K-12) may use the facility at no charge (provided this privilege is not abused) during normal business hours. However, we will provide the opportunity to make a donation.
- Groups must not be in conflict with the Innovation Center's mission and values
- The Innovation Center does not rent its facilities for rehearsal dinners, weddings, receptions, bridal or baby showers, worship services, birthday parties or other purely social events
- **The Innovation Center reserves the right to refuse use of conferencing services to any group for any event**
- No changes shall be made to the walls, ceilings, or floors without approval from the President/CEO or the Director – Finance & Administration. Pictures and decor shall not be moved in any of the conference rooms or shared areas
- There are no displays allowed that would be considered offensive in nature
- **The Innovation Center campus is an entirely smoke-free campus.** There is no smoking allowed in the building or outside the building. If a party member must smoke, he/she must walk or drive off campus in order to do so. The same rules apply for chewing tobacco as well.
- All members in a group are expected to behave in a professional manner and will be asked to leave if they cannot do so.
- Groups are not permitted to have or serve alcoholic beverages on the Innovation Center campus. Events requiring alcohol must be approved by the President & CEO or the Director – Finance & Administration and must be coordinated by a NIIC Event Coordinator with an Innovation Center approved and licensed bartender. All events serving alcoholic beverages must coordinate with a NIIC Event Coordinator for on-site security service during the event.
- Groups are responsible to ensure overhead projectors are turned off before they leave. Neglecting to do so may burn out the projector light bulb, and it will be the responsibility of the group to pay for the replacement of the bulb. If a bulb is left on after an event, we will assess a one time \$100 fee to help cover the cost of replacement.
- Should you require an on-site security guard on duty, you must arrange with your assigned NIIC Event Coordinator for such service seven (7) business days prior to your event. A \$20.00 per hour fee will be charged for this service and will be included in your credit card charge. The Innovation Center reserves the right to require that security personnel be on site for any event, meeting or activity that is conducted in NIIC's facility or on its grounds.

## Conferencing Service – Building Use Policy (continued)

- The Innovation Center and all parties representing the Innovation Center are not responsible for damaged or lost property or injury sustained to any group members during the course of the event.
- Groups will be responsible for any damages, repairs, cleaning, and security services that occurred during the event.
- **There is NO overnight parking of vehicles by non-clients of the Innovation Center.**
- The Innovation Center facility is protected by a fire and security system. As a result of your event's activities, should NIIC's fire or security system be activated, and either police or fire units are required to make an official call at the NIIC facility as a result of such activation, you will be charged for this incident. This false alarm visit and charge **may** be avoided by immediately notifying the following contact:

### 🕒 **Event Coordinator on Duty**

- Groups may not state or imply that an event is sponsored in any form by the Innovation Center unless permission has been granted by the President and CEO or the Director – Finance & Administration.
- Hazardous materials, chemicals, explosives, ammunition, weapons, or firearms are not permitted on the campus. Public safety officials and security personnel are exempt. Cleaning Supplies are permitted per our cleaning service.
- Conferencing services are not available on holidays and days off recognized by the Innovation Center. If facilities need to be closed for any reason, conferencing services for that day will be cancelled. We will immediately provide notification if such an event occurs.
- We are handicapped accessible.
- Exterior doors may not be propped or held open under any circumstances.
- **The PHP Wellness Studio fitness center is not available for Public or Group Use while in the building.**
- You are required to complete your reservation credit card information **at least seven (7) days prior to your event** to secure your reservation. Your reservation will be automatically cancelled if your credit card is not on file or a check not received within the time specified above. Cancellations must be received **no later than 48 hours prior to the event**. If an event is cancelled within 48 hours of the event, all applicable charges will apply and the client will be assessed 30% of the full rate of the room. Any exception must be approved by NIIC senior management.
- If a credit card is denied when processed, we will require another form of payment and a \$35 fee will be assessed.
- If the use of additional credit cards is required for one event, we will charge a \$10 fee per card for processing.

## Conferencing Service – Building Use Policy (continued)

- The Innovation Center’s Event Coordinator information is:

---

Gulya Alexander  
NE Indiana Innovation Center  
3201 Stellhorn Road  
Fort Wayne IN 46815

Tel: 260-407-6450  
Fax: 260-407-1750  
Email: [galexander@niic.net](mailto:galexander@niic.net)

Marion Hutchison  
NE Indiana Innovation Center  
3201 Stellhorn Road  
Fort Wayne IN 46815

Tel: 260-407-6450  
Fax: 260-407-1750  
Email: [mhutchison@niic.net](mailto:mhutchison@niic.net)

---

- Directions to the Innovation Center @ the Certified Technology Park can be found on our web site [www.niic.net](http://www.niic.net). Click on the contact us icon at the top of the web page.
- When using NIIC’s facility after regular business hours (7:30 a.m. – 5:00 p.m. weekdays only), all entrance/exit doors **must remain locked**. You are required to have a NIIC Event Coordinator posted in the reception area to allow your event attendees entrance to the facility and meeting area. A **\$20.00** per hour fee will be charged for this NIIC Event Coordinator service. Doors may not be propped or held open.

### **After your event:**

To help us maintain a friendly environment and continue to offer the public such service, we ask that your group clean up at the conclusion of your event and leave the facility in proper order for the next group. These activities include but are not limited to restoring the room to the same condition it was in prior to arrival:

1. Wiping down all tables and chairs (if food/drink is served or if other debris is present).
2. Depositing trash in provided containers.
3. Removing trash – make sure nothing is leaking from the trash bag, carry it out of the building and deposit in the dumpster at the end of the building inside the fenced area at the end of the parking lot.
4. Sweeping the floor (if food is served or if other debris is present).
5. Wiping down/cleaning kitchen counters and floor (if kitchen is used).
6. Return room tables & chairs to original format.
7. Conduct an inspection of the facility including, but not limited to, reception area, and pre-function space, break-out rooms, and all bathrooms and hallways used by your group. Please ensure all areas used by attendees to your event have been left clean and that all participants have left the building. The NIIC Event Coordinator assigned to your event must complete the inspection with you and approve the condition of the facility before you exit the premises or additional charges may apply.

***Note: The NIIC Event Coordinator will direct you to where cleaning supplies and trash bags are kept and a vacuum cleaner is stored.***

**Conferencing Service – Building Use Policy (continued)**

If you desire, NIIC will provide after-event cleaning services for a fee of \$25-75 depending on the size of the event. Please contact your NIIC Event Coordinator a minimum of five (5) days prior to your event to arrange for this cleaning service. This charge will be included in your credit card charge amount. In the event you deposited a check as a room deposit, you will be invoiced for this service. A final settlement statement will be issued within 10 days of the date of the event.

**Your Responsibilities & Agreement:**

You, your group and guests, by receipt, signature and submittal of this agreement do hereby acknowledge and agree to fully comply with all the requirements in this Agreement, including but not limited to the following responsibilities:

1. The applicant, their group and guests, by signing this agreement agree to comply in full with the Innovation Center's Building Use Policy.
2. The applicant, their group and guests are responsible for any theft or damages to the property and contents of the building, and are responsible for the actions of all in attendance at their event.
3. The applicant, their group and guests, by signing this agreement will hold the Innovation Center harmless for any personal injury, or property loss or damage that may occur during their event.
4. The applicant, their group and guests hereby agree to abide by all applicable laws, policies and procedures indicated within this agreement, and hereby accept legal responsibility for the actions of themselves and their guests and participants.
5. All children under the age of 18 (eighteen) years must be accompanied by a parent or legal guardian or have direct supervision by an authorized adult.
6. The Innovation Center reserves the right to charge the applicant and/or their group for cleaning services and repair of damage caused by their use or failure to abide by the policies herein or to be properly trained on the technology equipment prior to use or equipment misuse.
7. The Innovation Center reserves the right to charge the applicant and/or their group for any police or fire department charges resulting from false alarms caused by the applicant and/or members/guests of their group.
8. The Innovation Center reserves the right to cancel this agreement and/or refuse use of the Innovation Center's building and grounds by any group for future events, with or without cause.