

Co-Working Space: Policies and Procedures

Purpose:

The co-working space is designed to provide members of the Schulich Startups community with a conducive environment for collaborative work, individual study, and entrepreneurial endeavors.

Who can book this space?

- Schulich Startups Founders (registered with the EIR)
- Staff from YSpace, Techstars Accelerate Newmarket, & Treefrog
- ENTR Instructors and ENTR Guest Lecturers
- Schulich Startups sponsors
- Schulich Students part of:
 - ENTR 6960 Mentorship Match
 - MGMT 4850 Work Integrated Learning
 - MGMT 6850 Placements
 - Independent studies with the Office of Innovation & Entrepreneurship
 - Schulich X Techstars partnership program
 - SVC & SEC Executives

Reservation:

- The co-working space must be reserved in advance using the Schulich Startups room reservation system using the private link : [Book here](#)
- The co-working space offers 8 seats at a time. On days when all seats are unoccupied, teams have the option to book the entire space for collaborative use.
- Reservations can be set from 30 minutes to full-day time slots.
- The minimum notice for reserving a seat is 24 hours, with a look ahead period of two months.
- Repeated last-minute cancellations or no-shows may result in booking privileges being suspended.
- Please let a member of our team know when you have arrived to use the co-working space and do not overstay your reserved time.

Equipment:

- Each spot is equipped with desk space, power outlets, and a chair.
- Shared printers and scanners are available for light use. Please ask a member of our team if you need to use the printer.
- Wi-Fi can be accessed through AirYorkPlus or AirYorkGuest.

- Feel free to bring and use your own personal equipment. However, we will not be responsible for any damages or losses.

Usage:

- The co-working space is designed to cater both to individuals in need of desk space and teams wishing to collaborate.
- Snacks and beverages in sealed containers are permitted. Please ensure that any mess is cleaned up. Food/meals are not permitted to be 'ordered in' to the space.
- If the space is being shared, please maintain a quiet environment. Phone calls should be taken outside or in designated areas.
- All activities in the co-working space must adhere to the Schulich School of Business code of conduct and be in line with the school's values.

Check-out:

- Clear the workspace of all personal items.
- Return any borrowed equipment or materials.
- Schulich Startups is not responsible for any items left behind in the co-working space. Check thoroughly before leaving.

By booking the co-working space, you acknowledge and agree to abide by these policies and procedures.

Reach out to info@schulichstartups.com if you have any queries or concerns.