

Founders Workspace (Private Lounge): Policies and Procedures

Purpose:

The Private Lounge is a private office specifically designed for Schulich Startups Founders, VCs, Schulich ENTR Instructors, Schulich ENTR Guest Lecturers.

Who can use this space?

- Founders/VCs (registered with the Schulich Startups EIR) + 2 staff/guests
- ENTR Instructors/ Guest Lecturers
- Senior Staff from partners: YSpace, Antler Canada, Accelerate Newmarket, TechStars
- Schulich Startups Sponsors

Reservation:

- The Private Lounge must be reserved in advance using the Schulich Startups room reservation system using the private link : [Book here](#)
- 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.
- Please let a member of our team know when you have arrived to use the Private Lounge.

Equipment:

- The Private Lounge is equipped with desk space, chairs, and a monitor with a keyboard and mouse.
- 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 AirYorkGuest.
- Feel free to bring and use your own personal equipment. However, we will not be responsible for any damages or losses.

Usage:

- The Private Lounge is specifically designed to offer Founders, VCs, and ENTR Instructors and ENTR Guest Lecturers with a private office to work from, with space for up to two additional team members.
- Snacks and beverages in sealed containers are permitted. Please ensure that any mess is cleaned up.
- All activities in the Private Lounge must adhere to the Schulich School of Business code of conduct and be in line with the school's values.

Check-out:

- Ensure the room is returned to its original state.
- Return any borrowed equipment or materials.
- Schulich Startups is not responsible for any items left behind in the Private Lounge.
Check thoroughly before leaving.

By booking the Private Lounge, you acknowledge and agree to abide by these policies and procedures.

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