

FTI Facility Registration Information and Form

FACILITY USE POLICY

Guests must comply with all policies relating to the use of conference rooms and should complete and return the **Facility Use Registration Form** below. A Silver LEED Certified facility, FTI offers professional office space and amenities. Conference room reservations are made on a first-come, first-served basis. Rates are noted below.

	<u>Full day (4+ hours)</u>		<u>Full day (4+ hours)</u>
SMART Conference Room:	\$75	Large Conference Room:	\$35
Small Conference Room:	\$25	Drop In Office:	\$15
Video Conference Room:	\$75	Multiple Rooms:	\$100

NOTE: Facility use charges may apply. If there is a charge, you will be notified upon submission of request. Payment Option: **Make Check Payable to: Research Foundation** or Pay Online: https://secure.touchnet.com/C21465_ustores/web/store_main.jsp?STOREID=85&SINGLESTORE=true

LARGE SMART/MULTIMEDIA CONFERENCE ROOM SERVICES

- **Audio-visual Equipment** and instructions are available to guests. FTI will not provide storage of equipment, supplies, materials or other items owned by a group used in the building.
- **Signs and Informational Posters** may not be posted, taped, or attached to wall/glass without approval.
- **Capacity:** The room is 750 square feet. Capacity regulations are as follows:
 - Concentrated (tables and chairs) = 40 persons maximum
 - Concentrated (chairs only – not fixed) = 75 persons maximum
 - Standing space (no furniture in space) = 100 persons maximum
- **Smoking Policy:** Organizers and attendees at public events - conferences, meetings, lectures, social/cultural/athletic events - using University-managed property are required to abide by the State University of New York at Fredonia **Tobacco-Free Policy**. Organizers **must** advise attendees of policy.

BUILDING SERVICES

- **Internet/Wi-Fi:** The Incubator provides free Internet access for guests.
- **Copy Machine Usage:** Copies are available at a rate of **15 cents per page**.
- **Conference Phone:** A conference telephone is available.
- **Parking:** The Incubator parking lot is located behind the building on Washington Avenue. The parking lot is for use by our clients, staff and guests. However, it is expected that parking lot usage will be reasonable and leave ample room for FTI clients and staff. **If the group's event exceeds the Incubator's parking space, it is the group's responsibility to find other parking arrangements.**
- **Security:** Both entrances are handicap accessible and monitored by security cameras.
- **Maintenance and Custodial Services:** **It is our guests' responsibility to leave the facility as they found it.** This includes cleaning any and all food, papers, or any other refuse that may be left behind, using marked receptacles. Groups assume responsibility for any damage to property contents.
- **Catering:** Guest are responsible for all catering needs, arrangements and costs. Food and beverages are permitted in designated areas. Fredonia's FSA can provide catering for guests of FTI. Contact FSA at: 716-680-6227; or visit their website for more information at: <http://fsa.fredonia.edu/Catering/AboutFSACatering.aspx>.

EMERGENCY PROCEDURES

- **Exits:** In case of an emergency, guests should exit immediately through the nearest exit door.
- **Emergency Contacts:** Dial 911 for Police and Fire departments. For non-emergencies, contact Incubator staff during standard business hours, or after hours the University Police at (716) 673-3333.
- **Liability Insurance:** **the Incubator requires all guests purchase/have liability insurance before they plan an event.** Groups may contact the Incubator for a waiver of this requirement in appropriate circumstances.

FACILITY USE REGISTRATION FORM

Promotional signs/posters created for your meeting/event should refer to the building as “Fredonia Technology Incubator.”

As part of Campus branding, SUNY Fredonia/Fredonia State College moved to a single name - “The State University of New York at Fredonia” - and will be referred to simply as “Fredonia.” “SUNY” should no longer be used.

Group or Organization Sponsoring Event: _____

Type of Organization (nonprofit, business, etc.): _____

Date of Event: _____ Name of Event: _____

Event Description: _____

Space Information:

Space requested: _____ Estimated Attendance: _____

Arrival Time: _____ Event Start Time: _____ Event End Time: _____

Will you need the facility opened outside of normal business hours from 8 a.m. – 5 p.m.? **YES or NO**

If so please specify: _____

Specify equipment needs: tables, chairs, podium, audio-visual, etc.: _____

Set-up configuration, i.e. Banquet, Theater, Classroom, Conference: _____

Will there be food at your event? _____ Will you need food table(s), etc.? _____

Contact Person Information:

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____ Cell Phone Number: _____

E-mail: _____

IMPORTANT NOTICE:

No facility is reserved without a proper request form being submitted. Please do not assume that a facility is reserved until confirmation has been received.

BEFORE YOU SUBMIT THIS REQUEST:

By placing a check in box below I hereby affirm that I clearly understand that I have full responsibility for use of the requested facility. I further certify that facilities used will not conflict with the facilities and guest registration information.

Scheduled use of room may be subject to cancellation. FAILURE TO COMPLY WITH GUIDELINES MAY RESULT IN DENIAL OF FUTURE REQUESTS I acknowledge that I have read and understand the above guidelines:

Contact Signature _____ Date _____

Incubator Approval _____ Date _____

214 Central Ave., Dunkirk, NY 14048

fredonia.edu/incubator | incubator@fredonia.edu | (716) 680-6009