

CreativeSpace Studio Terms and Conditions for In-kind Room Usage Policy.

Requests for all in-kind room usage for events must be submitted in writing (email is preferred) to Creative Industries at least 30 days in advance of when the event will commence. Requests can be sent to david.k.harper@hawaii.gov. The request must detail the purpose of the event, dates and times of the event, estimated number of attendees and equipment needs. Each request will be reviewed and evaluated by CID, and CID may choose to accept or decline the request. **If the need for room usage is for small, impromptu meetings, then use of the rooms may be approved with short notice based on availability.**

If the request for in-kind room usage is to be used as a series of weekend events, please submit the entire calendar of events at the initial time of submission.

Weekend usage after business hours events that require CID employees to be present will incur a \$75/hr per employee surcharge in addition to any other charges incurred. In the majority of cases, at least one CID employee will have to be present to oversee an event at the Creative Space rooms, and their attendance will not be optional.

Unless arrangements are made in advance, events in the CreativeSpace Studio and Collaboration Room must remain in the CreativeSpace rooms. Accessing the adjoining rooms, or other areas in the Entrepreneurs Sandbox, is beyond the agreed upon, in-kind donated space. This term does not prohibit usage of the facility's common amenities such as restrooms, hallways for passage, and other areas for transit.

Due to security measures, doors leading to the outside of the building must not be propped open using foreign objects. If a door is needed to remain open for moving items, having a person stationed at the door is a preferred option.

All garbage needs to be collected and disposed in the dumpster outside of the Entrepreneurs Sandbox. The dumpster is located on the west side (the Ewa side) of the facility. The dumpster is secured by a combination lock, and the combination code will be given to the event organizer on the days leading up to the event.

Users must be mindful and respectful of other coworkers, events and meetings taking place at the Entrepreneurs Sandbox at the same time.

Parking spaces at the Entrepreneurs Sandbox are reserved for paid members. Non-members must use "Lot C" paid parking spaces. Lot C parking is managed by an outside vendor not affiliated with CID nor the Entrepreneurs Sandbox. Payment can be made through the QR code located on desktop signage displayed inside the Entrepreneurs Sandbox.

The CreativeSpace Studio and Collaboration Room is to be used for legal activities only. Illegal, indecent, or any activity that is deemed unsafe or inappropriate is not allowed. If any activity is deemed unsafe, illegal, inappropriate or indecent, CID reserves the right to terminate the event immediately and no refund will be issued.

Unless pre-authorized, alcohol is not to be consumed inside the CreativeSpace Studio and Coworking Space. Tobacco products are also not allowed.

DBEDT – CID may amend these Terms and conditions from time to time due to internal policy or facility management changes, availability of space, and availability of staff for working after-hours and weekends. Changes will be posted at www.creativelab.hawaii.gov.

Acknowledged by:

Signature

Name (print)

Date