



THE OPEN SPACE - ASSIGNED SPACE EXPECTATIONS

The project _____ as represented by _____
(project name) (lead member's name)

will have assigned space in the Open Space from _____ to _____
(start date) (end date)

They will have their own marked off area measuring approximately _____.
(size)

There are _____ members on their team who will be working in the space.
(number)

RULES

- The space will be accessible to the team by onecard from 8am-10pm Monday -Fridays, and 8am-6:00pm on Saturdays. The team should not be in the space outside of these hours. The team should introduce all team members to the tech.
- The team will be working on their project in the space at least three days a week. This is not a storage space but an active work area.
- The team is welcome to use all aspects of The Open Space, but will not store anything outside of their assigned space.
- The tech will be onsite M-F, 8-4pm. Tools are not accessible when the tech is not here.
- The team will accept full responsibility for loss, theft or damage to equipment on loan in my name and will cover the cost for the repair or replacement of equipment as determined by operational requirements and up to the Ryerson University insurance deductible.

CONTACT

Lead Member's Email: _____

Lead Member's Phone Number: _____

Other Team Member's Names:

By signing below, I acknowledge that I have fully read, understood and will abide by the above expectations.

(Lead Member's Signature)