**Application for Membership in the Startup Factory Network Co-working Launch Space and Agreement for Services**

Welcome to the Startup Factory Co-working Launch Space! This document serves as an application for membership in the Startup Factory Co-working Launch Space (the “Launch Space”) located within the Startup Factory Network facility at 2710 S. Loop Dr., Suite 2000, Ames, IA 50010 (the “Facility”). This document also serves as an agreement (the “Agreement”) that describes the services Startup Factory, LLC d/b/a/ Startup Factory Network (the “Startup Factory Network”) provides you and your company (collectively “you” or “your”) in exchange for a purchase of a membership (“Membership”) in the Launch Space.

The Startup Factory Network will not accept your application unless you agree to and accept this Agreement, the Startup Factory Co-working Launch Space Terms of Service and all documents reference herein in their entirety. By completing the attached application and purchasing a Membership, you agree to and accept this Agreement, the Startup Factory Co-working Launch Space Terms of Service and all documents reference herein.

This Agreement is contingent on the Startup Factory Network’s signed acceptance of this application.

**Coworking Service Agreement Terms and Conditions**

The services provided to you are subject to the following Terms and Conditions (T&C). The Startup Factory Network reserves the right to amend the T&C at any time without providing notice and without obtaining your acceptance.

You hereby represent and warrant that you have all requisite legal power and authority to enter into and abide by the terms and conditions of this Agreement and no further authorization or approval is necessary. You further represent and warrant that your participation or use of the Services will not conflict with or result in a breach of any license, contract, agreement or other instrument or obligation to which you are a party.

**Membership Interest**

A Membership in the Launch Space **DOES NOT** create a tenancy, but is a prepaid usage license to use the amenities provided by the Startup Factory Network on a monthly or casual basis. By submitting this application and this Agreement, you accept that no tenancy, leasehold estate or other real property interest has been created in your favor.

**Description of Services**

Subject to the terms and conditions outlined in this Agreement and the Operating Standards at Appendix 2, the following services (the “Services”) are provided by the Startup Factory Network in consideration of your purchase of a Small Team (up to four team members may access the Facility) and Medium Team (five to six team members may access the facility) Membership:

* Access to the Facility between the hours of 7:30 am and 5:30 pm Monday-Friday; 24/7 access is available for an additional fee;
* Free Internet access subject to the Internet Access Policy at Appendix 1;
* Janitorial services twice per week;
* Opportunities to participate in special Startup Factory Network events and workshops;
* Ability to reserve and use conference rooms in the Facility;
* Access to kitchenette (equipped with refrigerator, coffee maker and microwave oven).

In addition to the above Services, a Large Team Membership (seven to 12 team members may access the Facility) is also available and offers the following additional Services:

* Reserved, dedicated space in the east end of the Facility
* Ability to leave computers, computer monitors and other equipment in the Large Team portion of the Facility overnight

**No Unlawful or Prohibited Use**

No unlawful activity or conduct prohibited by this Agreement or any document referenced herein, as may be amended, shall be permitted at the Facility.

You may not use the Facility in any manner that could damage, disable, overburden, or impair the Launch Space server or interfere with any other party’s use and enjoyment of any Services.

You may not attempt to gain unauthorized access to the Facility, accounts, computer systems or networks connected to any Launch Space server through hacking, password mining or any other means. You may not obtain or attempt to obtain any materials or information, through any means, not intentionally made available through the Launch Space; nor shall you post or download files that you know or should know are illegal or that you have no rights to.

**Use of Services**

You agree that when participating in or using the Services, you will not:

* Use the Services in connection with contests, pyramid schemes, chain letters, junk email, spamming, spimming or any duplicative or unsolicited messages (commercial or otherwise);
* Defame, abuse, harass, stalk, threaten or otherwise violate the legal rights (such as rights of privacy and publicity) of others;
* Publish, post, upload, distribute or disseminate any inappropriate, profane, defamatory, obscene, indecent or unlawful topic, name, material or information on or through the Launch Space servers;
* Use any material or information, including images or photographs, which are made available through your Membership in any manner that infringes any copyright, trademark, patent, trade secret or other proprietary right of any party.
* Upload, or otherwise make available, files that contain images, photographs, software or other material protected by intellectual property laws unless you own or control the rights thereto or have received all necessary consent to do the same;
* Upload files that contain viruses, Trojan Horses, Worms, time bombs, candlebots, corrupted files, or any other similar software or programs that may damage the operation of another computer or property;
* Download any file that you know, or reasonably should know, cannot be legally reproduced, displayed, performed, and or/distributed in such manner;
* Restrict or inhibit any other member from using and enjoying the Services or the Launch Space;
* Violate any code of conduct or other guidelines which may be applicable for any particular Service (including the Operating Standards and Building Guidelines described in Appendix 2);
* Harvest or otherwise collect information, including email addresses, about another without the authorization or consent of the other person or entity.
* Violate any applicable laws or regulations; or
* Create a false identity for the purpose of misleading others.

**Renewals and Terminations**

This Agreement is automatically renewed at the end of each month unless you provide the Startup Factory Network written notice of termination at least fourteen (14) days prior to the first day of the month in which this Agreement is to terminate. In the event you terminate this Agreement, any amount paid to the Startup Factory Network in advance shall be forfeited as liquidated damages.

The Startup Factory Network may terminate this Agreement for any reason, immediately and without notice, by providing you written notice of termination. In the event the Startup Factory Network terminates this Agreement, the Startup Factory Network shall refund the pro rata amount paid in advance for any unused membership days less pending charges. In the event the Startup Factory Network terminates this Agreement without at least four (4) days’ notice, you shall be allowed a reasonable time, but in no event longer than four (4) calendar days, to remove any personal property in the Launch Space.

At the termination of this Agreement, you shall repair any damage you caused to the Launch Space, including damage to any and all furniture, fixtures and equipment provided by the Startup Factory Network, to its condition prior to your use. You shall be responsible for the cost of any damage caused by you, your employees, guests, business partners and affiliates.

**Invoicing and Payment**

You will be automatically invoiced monthly in advance based on a price established by the Startup Factory Network for your membership option. Payment shall be made on or before the date specified in the invoice, but in no event sooner than three (3) days from your receipt of the invoice, and shall be made by check payable to the Startup Factory, LLC. Payment may be paid in person at the Economic Development Core Facility in the ISU Research Park, 1805 Collaboration Place, Suite 1210 or can be remitted by mail to:

Startup Factory, LLC

ATTN: Alicia Smith

1805 Collaboration Place, Suite 1210

Ames, IA 50010

If payment is not made on or before the date specified in the invoice, a $50 late payment fee will be assessed in addition to the amount on the monthly invoice. In the event that your check for payment of fees for your Membership is returned, an additional fee of $50 per returned check will be assessed.

The Startup Factory Network reserves the right, at all times, to disclose any information about you it deems necessary to satisfy any applicable law, regulation, legal process or governmental request and to edit, refuse to post or remove any information or materials, in whole or in part, in the Launch Space at its sole discretion.

**Default and Remedies**

You will be in default (a “Default”) of this Agreement if you fail to fulfill any of the conditions, covenants or provisions of this Agreement, including but not limited to (i) the timely payment of fees due under this Agreement (ii) violation of the terms of this Agreement or any document reference herein or (iii) you become insolvent, make an assignment for the benefit of creditors or file a voluntary petition, or have an involuntary petition filed against you under any bankruptcy or insolvency law.

Upon your Default, the Startup Factory Network may, in its sole discretion, immediately suspend all Services without termination of this Agreement until such Default has been cured or terminate this Agreement with all costs paid in advanced forfeited as liquidated damages.

**Confidentiality**

You acknowledge and agree that during your Membership you may be exposed to Confidential Information. You are obligated to:

* Maintain all Confidential Information in strict confidence;
* Not disclose Confidential Information to any party;
* Not use the Confidential Information for any unauthorized purpose.

You acknowledge and agree that your Membership does not grant you any rights, by license or otherwise, in or to any Confidential Information or any patent, copyright or other intellectual property rights of the Startup Factory Network or any of its members.

"Confidential Information" shall mean all information, in whole or in part, derived in any manner through access to the Launch Space that is non-public, confidential or proprietary in nature. Confidential Information also includes, without limitation, information about business, sales, operations, know-how, trade secrets, business affairs, analyses, compilations, studies and any knowledge or document that you know or have reason to know should be treated as confidential. Confidential Information may belong to the Startup Factory Network, its members or any third party.

**Disclaimer of Warranties**

To the maximum extent permitted by the applicable law, the Startup Factory Network provides the Services “as is” and with all faults, and Startup Factory Network disclaims, with respect to the Services, all warranties and conditions, whether express, implied or statutory, including, but not limited to all warranties regarding: merchantability, fitness for a particular purpose, lack of viruses, accuracy or completeness of responses, results, workmanlike effort, lack of negligence, quiet enjoyment, quiet possession and non-infringement.

The entire risk as to the quality of the services remains with you. By submitting the attached application form and purchasing a Membership you acknowledge that the Services, as is, are sufficient for your purposes.

**Limitation of Liability**

To the maximum extent permitted by applicable law, the Startup Factory Network, its subsidiaries (whether or not wholly-owned), affiliates, divisions or their past, present and future officers, agents, shareholders, members, representatives, employees, successors and assigns **SHALL NOT** be liable, jointly or individually, for any direct, special, incidental, indirect, punitive, consequential or other damages arising out of or in any way related to your Membership or use of the Services. This limitation of liability includes, but is not limited to, any tort, breach of contract claim, loss of profits, loss of confidential or other information, business interruption, personal injury, loss of privacy and any other pecuniary or other loss whatsoever.

To the extent the Startup Factory Network, its subsidiaries (whether or not wholly-owned), affiliates, divisions or their past, present and future officers, agents, shareholders, members, representatives, employees, successors and assigns is adjudged liable to you, the amount of liability **SHALL BE LIMITED** to a maximum amount of the total fees paid by you to the Startup Factory Network for your Membership.

**Non-Disparagement**

You shall, during and after the expiration of your Membership, make no statement or comment of a defamatory or disparaging nature to any person or entity regarding the Launch Space or the Startup Factory Network other than to comply with law.

**Indemnification and Attorney’s Fees**

You hereby agree to indemnify, defend and save harmless the Startup Factory Network, its subsidiaries (whether or not wholly-owned), affiliates, divisions or their past, present and future officers, agents, shareholders, members, representatives, employees, successors and assigns from and against all claims, causes of action, liabilities, losses, damages, costs, attorney’s fees, expenses, judgments, fines and penalties based upon or arising out of your negligent actions, errors and omissions, willful misconduct or fraud in connection with your Membership or use of the Services.

You further agree, in the event that you bring an unsuccessful claim or lawsuit under this Agreement against the Startup Factory Network, that you shall be liable for reasonable attorney’s fees and costs incurred by the Startup Factory Network, its subsidiaries (whether or not wholly-owned), affiliates, divisions or their past, present and future officers, agents, shareholders, members, representatives, employees, successors and assigns.

**Use and Access**

You shall only be permitted to use the Launch Space and Services for general commercial office use. Your use of the Launch Space and Services, including the use by your employees, guests, business partners and affiliates, shall be in strict accordance with the Operating Standards, annexed hereto as Appendix 2. You will not make, nor permit to be made, any use of the Launch Space that would violate the terms of this Agreement, any law, rule or regulation or be dangerous to life, limb or property. The Launch Space or Facility shall not be used for any residential purpose.

Your Membership shall be valid for one firm or corporate entity and its employees; provided that, only four employees will be permitted in the Launch Space at any one time for Small Teams Memberships, five to six employees for Medium Team Memberships, and seven to twelve employees for Large Team Memberships. Additional memberships may be purchased for multiple entities.

**Assignment and Subcontracting**

You are not permitted to assign or transfer any of your rights in this Agreement without the prior written consent of the Startup Factory Network, which may be withheld in its sole discretion.

The Startup Factory Network may assign its rights and obligations under this Agreement in whole or in part without your consent.

**Handling of Mail on Termination**

Upon the termination of this Agreement (or suspension of services), the Startup Factory Network will mark all of your mail “return to sender” and will deposit the same in a U.S. Postal Service collection receptacle with all other outgoing mail. The Startup Factory Network will not accept any package delivery service from UPS, Federal Express or other courier service or process server, and, to the extent that the Startup Factory Network does inadvertently accept such package, it will promptly notify such carrier to collect the package and return it to its sender. Unless arrangements are made in writing, the Startup Factory Network will have no obligation to notify any person or entity of your new address.

**Changes to this Agreement**

This Agreement may be changed unilaterally by the Startup Factory Network by notifying you as provided in the “Notices” provision of this Agreement; provided that any Material Change, including a change in the price of a Membership, will become effective thirty (30) days after such notification. Your continued use of the Launch Space after receipt of the notification of change establishes your acceptance of the change.

A "Material Change" is a change to this Agreement that reduces your contractual rights or increases your obligations under this Agreement in a significant manner.

**Notices**

Any notice under this Agreement will be in writing and will be either delivered by hand, first class mail, electronic mail to the email address you provide to the Startup Factory Network, or by overnight courier to the party at the address set forth below.

Startup Factory Network hereby designates its mailing address as:

Startup Factory Network

2710 S. Loop Drive, Suite 2000

Ames, IA 50010

You hereby designate your mailing address for notices hereunder to be the mailing address you provided when you purchased your Membership unless you provide the Startup Factory Network written notice of a change in your mailing address.

If such mail is properly addressed and mailed as above, it will be deemed notice for all purposes, given when sent or delivered, even if returned as undelivered.

**Severability**

The invalidity or illegality of any one or more of the paragraphs, provisions, sections, subsections, sentences, clauses, or words contained in this Agreement, or the application thereof to any particular set of circumstances, will not affect the validity of the remaining portions of this Agreement, or of their valid application to any other set of circumstances. Any such invalid portion of this Agreement shall be automatically amended to the extent necessary to make it valid, enforceable and legal; provided that any such amendment shall most closely reflect the intent and purpose of the original provision. Regardless of whether or not either party has elected to consult with legal counsel in reviewing this Agreement, it is the intent of the parties that in no event will the terms, conditions or provisions of this Agreement be construed against either party as the drafter of this Agreement.

**Insurance**

The Startup Factory Network carries Liability and Business Personal Property insurance. This insurance policy does not cover you or any of your property located in the Facility. You are not required, but it is strongly suggested, that you obtain an insurance policy suitable for your needs.

**Corporate Users; Execution by the Parties**

If you are using the Launch Space or Services on behalf of a company, organization or other legal entity (collectively, "User Organization"), you represent and warrant that you are an employee of that User Organization or other person authorized to do so. The person entering into this Agreement warrants and represents: (i) that by entering into this Agreement, such person has complete and full authority to enter into this Agreement on behalf of the applicable party; and (ii) that such party will fully perform its obligations hereunder.

**Modification of Terms**

Failure of a party to insist upon the strict performance of any term or condition of this Agreement, or to exercise any right or remedy available for a breach thereof, will not constitute a waiver of any such breach or any such term or condition. This includes, but is not limited to the Startup Factory Network’s acceptance of full or partial payment during the continuance of any such breach.

No term or condition of this Agreement required to be performed by a party, nor any breach thereof, will be waived, altered or modified except by a written instrument executed by the party waiving, altering or modifying its rights.

**Entire Agreement**

This Agreement embodies the entire understanding between the parties relative to its subject matter.

**Subordination to Landlord’s Rights**

This Agreement is subject and subordinate to all provisions of the lease governing the Facility, under which the Startup Factory Network is bound as tenant.

***[One Application and Acceptance Signature Page Follows]***

**Signature page to the Application for Membership in the Startup Factory Network Co-working Launch Space and Agreement for Services**

**Member** **Application Signature**

Company verifies the accuracy of all Company information accompanying this application and this Agreement.

**Company Name:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Signed: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Startup Factory, LLC – Acceptance Signature**

Startup Factory, LLC d/b/a Startup Factory Network accepts the Member’s application for Membership in the Startup Factory Network Co-working Launch Space as of the acceptance date set forth below.

**Startup Factory, LLC d/b/a Startup Factory Network**

By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Accepted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Application for Membership in the Startup Factory Network Co-working Launch Space**

**Applicant Information**

Your Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Your Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Shipping Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Web address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

May we publish your name, company, and website on our member directory and website? Your personal contact information (phone, address and email) will be kept private.

\_\_\_\_ Yes \_\_\_\_\_No

**Small Team Membership Fees**

Membership fees for the Startup Factory Network Co-working Launch Space for Monday-Friday access between the hours of 7:30 am and 5:30 pm for small teams (up to four team members) are $200 per month. Discounts may be applied for companies that have completed the Startup Factory program or members of the Ag Startup Engine. Please check those that apply:

Completed the Startup Factory program and graduated more than 12 months ago (25% monthly discount) \_\_\_\_\_

Completed the Startup Factory program within the past 12 months (50% discount) \_\_\_\_

Member of Ag Startup Engine (did not participate in/complete Startup Factory program; 25% discount) \_\_\_\_\_\_\_

Fees for access to the Startup Factory Network Co-working Launch Space on a 24 hour per day, seven days a week (24/7 access) basis are an additional $25 per month. Please check here \_\_\_ if you would like 24/7 access.

Note that each membership is valid for one entity and allows up to four employees from such entity to work in the Startup Factory Network Co-working Launch Space at one time.

Membership fees are due by the first of the month.

**Medium Team Membership Fees**

Membership fees for the Startup Factory Network Co-working Launch Space for Monday-Friday access between the hours of 7:30 am and 5:30 pm for medium teams (five to six team members) are $500 per month. Discounts may be applied for companies that have completed the Startup Factory program or members of the Ag Startup Engine. Please check those that apply:

Completed the Startup Factory program and graduated more than 12 months ago (25% monthly discount) \_\_\_\_\_

Completed the Startup Factory program within the past 12 months (50% discount) \_\_\_\_

Member of Ag Startup Engine (did not participate in/complete Startup Factory program; 25% discount) \_\_\_\_\_\_\_

Fees for access to the Startup Factory Network Co-working Launch Space on a 24 hour per day, seven days a week (24/7 access) basis are an additional $25 per month. Please check here \_\_\_ if you would like 24/7 access.

Note that each membership is valid for one entity and allows up to five to six employees from such entity to work in the Startup Factory Network Co-working Launch Space at one time.

Membership fees are due by the first of the month.

**Large Team Membership Fees**

Membership fees for the Startup Factory Network Co-working Launch Space for Monday-Friday access between the hours of 7:30 am and 5:30 pm for large teams (seven to 12 team members) are $750 per month. No discounts are available for Large Teams.

Fees for access to the Startup Factory Network Co-working Launch Space on a 24 hour per day, seven days a week (24/7 access) basis are an additional $25 per month. Please check here \_\_\_ if you would like 24/7 access.

Note that each membership is valid for one entity and allows up to five to six employees from such entity to work in the Startup Factory Network Co-working Launch Space at one time. Large Team Memberships are limited to three months duration.

Membership fees are due by the first of the month.

**Appendix 1: Internet Access Policy**

The Iowa State University Research Park provides basic Internet access free of charge to users. The purpose of this service is to provide users with the tools necessary to successfully build their business. This service is intended for routine use. For high volume usage or extensive needs for domain name or other supporting service, a separate line obtained by the user may be required. Iowa State University supplies the networking infrastructure to the Research Park. With this in mind, the Iowa State University Research Park has developed this policy to provide users with a set of guidelines governing the use of this free service.

1. **DNS (Domain Name Server ) Requests**

**A . Research Park Activities:** Iowa State provides domain name service support to the ISU Research Park.

**B. General Guidelines**

* Domain name requests are made to dns@iastate.edu.
* All domain name requests are subject to availability, review for appropriateness, and the requirement that all full names must be unique and correspond to Internet conventions for included characters.
* Domain names cannot be registered that imply association with Iowa State University no matter who is providing domain name service, *unless* permission has been obtained from the Research Park.
* If a site is established that contains representations that are associated with Iowa State University, the establishment carries the responsibility to insure that use of those representations is appropriate.
1. **Volume Parameters**
2. Network traffic levels will be monitored and users will be notified when levels reach a point where alternative access should be considered.

1. ISU Telecommunications will assist users in placing orders with alternate Internet Service Providers and in terminating the alternate ISP service either directly in the users premise or on the campus network.

**Ill. Service for ISPs** (Internet Service Providers): Users desiring to become an Internet Service Provider should seek alternative network access.

1. **Acceptable Use** -The following points are listed as a guide to acceptable use. - The Research Park has sole discretion in determination of violation of these guidelines.
* This Internet connection may be used only for lawful purposes. Transmission, distribution or storage of any material in violation of any applicable law or regulation is prohibited.
* Violations of system or network security are prohibited, and may result in criminal and civil liability.
* Unauthorized access to or use of data, systems or networks, including any unauthorized attempt to probe, scan or test the vulnerability of a system or network is prohibited.
* Interference with service to any user, host or network is also prohibited.
* Sending unsolicited mail messages is prohibited. Posting the same or similar message to one or more Usenet newsgroups (known as "SPAM") is prohibited.
* ISU does not monitor *content* of network traffic from or to Research Park tenants in any way. If there is a complaint regarding appropriate use, ISU would of course respond, first by bringing any issues to the attention of the ISU Research Park.
1. Disclaimer - The ISU Research Park network infrastructure is used by ISU as a backup for the University's main connection. Experience has shown that the service is generally available and slowdowns due to the use of the circuit as a backup are rare. Nevertheless, Iowa State University and the ISU Research Park do not guarantee the availability of internetworking services nor do they guarantee that service will not be occasionally interrupted.

**Appendix 2. Operating Standards**

**General building policies:**

* **Be respectful of the building/common spaces:** The Facility includes a variety of occupants. While common spaces (such as the kitchenette and conference rooms) are open and available to everyone, please make an effort to not be disruptive to others who are working in the building.
* **Janitorial services and clean up:** The Facility is cleaned twice per week, which includes cleaning the bathrooms, emptying trash, and vacuuming. However, Members are responsible for washing their own dishes and replacing them in the cabinets, and ensuring that trash is placed in the proper receptacle. Please make an effort to keep common areas, the kitchenette and the Launch Space free of trash, wrappers, cans, dirty dishes, etc.
* **Storage:** The Launch Space is *not* intended for use as a storage facility, nor is it intended to be used for assembly, manufacturing, or laboratory experiments. Materials, prototypes, etc. should be stored in a different location. Please contact the Startup Factory Network leadership team for a referral for any additional space needs you may have.
* **Conference rooms:** There are 3 conference rooms available to Members that you are able to reserve - the main conference room, the west conference room, and the north conference room. The main conference room can hold up to 30 people, and the west and north conference rooms can accommodate up to six people. Conference rooms may be reserved by writing the reservation time and date on the glass wall outside of the room.

Note that the conference rooms are NOT available on Tuesdays from 12-5pm and on Thursdays from 4:30-8:30pm. These times are reserved for the Startup Factory Network cohort weekly sessions.

Please be respectful of the other companies in the building. Do not use the conference rooms if you are not having a meeting. Do not erase someone else’s reservation.

**Additional Operating Standards:**

1. A Membership allows you to have up to four employees work in the Launch Space at one time for small teams, five to six employees for medium teams and seven to twelve employees for large teams.
2. The Launch Space is available on a first come, first-served basis for small and medium teams. Tables, chairs, and other seating may not be reserved in advance, and computers, computer monitors and other equipment should not be left in the Launch Space overnight. Computers, computer monitors and other equipment must be removed at the end of your Membership. Large teams are provided the additional service of reserved, dedicated space at the east end of the Launch Space. Large Teams will be held responsible for any damage or loss of equipment owned by the Startup Factory Network in the Facility.
3. You and your guests will conduct yourselves in a businesslike manner; and the noise level will be kept to a level so as not to interfere with or annoy other parties using the Launch Space.
4. The Startup Factory Network is not responsible for any items that are discarded from the Facility, any of its conference rooms, or the Launch Space that have been left behind after your use.
5. You will not conduct any activity within the Launch Space or Facility that, in the sole judgment of the Startup Factory Network, will create excessive traffic, is inappropriate to a shared office environment or violates any rules and regulations of the Startup Factory Network, Launch Space or Facility.
6. All corridors, halls, elevators and stairways are to remain unobstructed by you or used for any purpose other than normal egress and ingress.
7. No advertisement, identifying signs or other notices will be inscribed, painted or affixed on any part of the corridors, doors, windows or public areas.
8. Immediately following your use of conference room space, coworking space or any other part of the Facility or Launch Space, you will clean up and return the space and equipment to the state and condition it was in prior to your use.
9. Without first obtaining the Startup Factory Network’s prior written consent, you will not store or operate any computer server or any other large business machines, copier and postage equipment, heating or cooling equipment, stove, speaker phones or mechanical amplification equipment, refrigerator or coffee equipment in the Launch Space or Facility; nor shall you conduct a mechanical business. No article deemed extra hazardous on account of fire or any explosives or firearms will be brought into the Launch Space or Facility; this includes, but is not limited to, any open flame, oil, burning fluids, gasoline or kerosene. No offensive gases, odors or liquids will be permitted in the Launch Space or the Facility.
10. You may not bring animals into the Launch Space or Facility except for those assisting disabled individuals.
11. You will not remove furniture fixtures or decorative items from offices or common areas or make alterations to the Launch Space or Facility.
12. You will not smoke nor allow smoking in any area of the Launch Space or Facility and will comply with all governmental regulations and ordinances concerning smoking.
13. You will cooperate with and be courteous to all other occupants of the Launch Space, Facility and Startup Factory Network staff and personnel.
14. Any equipment desired to be used and or installed by you, other than those machines ordinarily used for regular office purposes (i.e. personal computers, personal printers, calculators, adding machines, etc.), will be subject to the Startup Factory Network prior written consent to any such use or installation.
15. Your use of Internet routers and hubs is strictly prohibited within the Launch Space and Facility. Should you require the use of an Internet hub or router for any reason, arrangements must be made with the ISU Research Park. Please see Appendix 1 for additional information on the internet policy.
16. The Startup Factory Network reserves the right, without prior notice, to modify any of the foregoing and to make such other reasonable rules and regulations, in its sole discretion, as may from time to time be needed for the safety, care, appropriate operation and cleanliness of the Launch Space and Facility.