

# **Room Policy**

## **Overview**

We are providing you and your guests with access to our rooms for a time and date determined by us. You are expected to abide by the terms of our service as outlined in this document.

## **Eating**

We offer two types of rooms at InnovationHub: Training Rooms with PCs, and Meeting Rooms.

No eating is allowed in the Training Rooms. Any bottles of water/juice brought into the Training Rooms are to be placed on the ground.

You and your guests are allowed to eat in the Meeting Rooms. We will provide a receptacle for your trash; it is your responsibility to ensure the trash is placed in the receptacle for our collection.

## **Timing**

Our present hours of operation are from 8am to 4pm, Monday to Friday, and until 8pm on Tuesdays.

We will do our best to have the room reserved for your event available to your guests and facilitators 20-30 minutes before the scheduled start of your event.

If 20-30 minutes is not enough time for you to set up the room as you wish, let us know via email to **innovationhub@gov.kn**. We will do our best to accommodate the needs of your event, but cannot promise that you will receive the time needed.

## **Noise**

Our space hosts events organised by corporate staff and independent freelancers. We are also home to the St Kitts-Nevis Government's Department of Technology. You are to keep the noise levels at your event to a minimum in order to accommodate the persons also using the space.

## **Our Equipment**

It is expected that proper care will be taken of the equipment we provide. As the event organiser, you are responsible for any damage done to our equipment and furniture during the timing of your event.

## **Your Equipment**

Your event may run across multiple days. Unless permission to do otherwise is given by us in writing, you are expected to remove all equipment, stationery, and other items brought to the room by you and your guests. Any items left in the room will be collected by us and either stored for later retrieval or disposed of at our discretion.

## **Media Capture Consent**

As part of efforts to promote the many ways our spaces can be used, we capture media (photos, videos) during events. We ask that you and your guests consent to this media capture and being featured on our media platforms. Event organisers will be granted access to the media we capture during events for a two-week period following the event.

You may opt-out of this media capture by sending an email to **innovationhub@gov.kn**.

## **Parking**

The parking spaces at the National ICT Centre are restricted to employees of the Department of Technology.

## **Let Your Guests Know**

It is your responsibility to let your facilitators & guests know what the rules are regarding their occupation of the rooms. You are responsible for any breaches of these rules by your guests & facilitators.

## **Other Services**

Our services, at this time, are limited to the spaces we provide, the equipment in those spaces, and the media capture described above. We do not offer other services, such as printing, at this moment in time.

***Updated: 3rd February, 2020***