



Things to Know

as of March 14, 2022

Welcome! We are excited to have you as part of the Hub. We attempted to list key things you will need to know about this facility and your role.

Building Address

450 8th Avenue SE
St. Petersburg, FL 33701

For mail purposes include the name of your organization, no suite/room number is needed.

Main Building Phone Number

(727) 231-1162

Front Desk

Front desk will be staffed Monday – Friday from approximately 8:30am-5:30pm.

Tenant Criteria

The selection of tenants for the Hub was deliberate and included those that met or were willing to meet the following criteria. Together we will be responsible to honor this criterion as part of our agreement with the City of St. Petersburg and Pinellas County.

All tenants...

1. Work in the target industries of Marine Science, Defense and/or Technology.
2. Need one or more of the unique attributes of the building to grow (e.g., SCIF space, port access, lab/workshop).
3. Are comfortable with shared common spaces (e.g., kitchen, rest rooms, conference room).
4. Are willing to collaborate with other organizations in the building to pursue joint funding opportunities.
5. Have staff with clearances or the ability to secure the appropriate background check /clearance.
6. Do not have foreign nationals on staff in the building (see later in the Hub rules for a further explanation).
7. Will assist in seeking funding and other resources for the Hub to grow.
8. Commit to being part of the Innovation District and the St. Pete community through programming such as internships, peer mentoring for local entrepreneurs and reoccurring technology exchange events.
9. Agree to be part of periodic reporting on staffing levels, average salaries, bid contracts, won contracts, etc.

Governance

- **St. Pete Innovation District Board of Directors** – The Hub is under the purview of the St. Pete Innovation District (a 501c6 nonprofit) and governance of the District's Board of Directors.
- **Hub Advisory Board** - During planning for the Hub, an Advisory Board was established. It consisted of Innovation District Board Members, local subject matter experts and a sample of tenants who assisted in establishing the Hub's policies and curating the tenant mix. The ongoing role of this Board is in development.
- **City of St. Petersburg and Pinellas County** – The St. Pete Innovation District is not a government entity (not part of the City or County). However, we do have a close relationship with both the City and County. The City is the owner of the Hub building and the property. In particular, the Port of St. Pete staff oversee the Hub area. The County contributed funds to build the building.

Staff

- **Hub Community Manager** – This person will be your first point of contact for anything Hub related. Onsite Monday – Friday during business hours.
 - Hub Community Manager: Lauren Bell 727-231-1162
 - Backup: Alison Barlow office: 727-231-4643, cell: 727-735-1402
- **Facility Security Officer** – The building has a main facility security officer (FSO) who works with the Hub staff to ensure appropriate policies and procedures. This individual can also work with your organization's FSO (if you have one) as we re-certify the SCIFs.
 - Facility Security Officer: Bill Huzar, 727-271-2026
- **Building Subject Matter Expert** – Bill Huzar is the former building manager. Though he has a new role, he has kindly offered to be a resource. If you have questions about your space, etc. work with the Hub Community Manager to schedule time with him (please do not go to him directly).
- **Property Management Company** – Bay2Gulf Property Management will be handling the leases, payments, maintenance contracts, and some vendor activities. You may from time-to-time work with their team. Main Point of Contact: Paul Barkett

Mail / Deliveries

- **Mail** – Mail will be received at the front desk and distributed via the mail slots in the mail / supply room. Outgoing mail can be left at the front desk.
- **Packages** – Packages will also be received at the front desk and distributed via the mail slots in the mail / supply room.
- **Oversized or Confidential Items** – If there is an item that is oversized, or you would prefer not to be put in the mailroom, it will be held at the front desk for your pick-up.
- **Deliveries Needing the Loading Dock** – Please schedule deliveries using the loading dock with the Hub Community Manager.
- **Sensitive Mail** – If you are having sensitive / cleared mail delivered please work with the building's Facility Security Officer to establish a process.

Lighting

- **Shared Spaces** – Bathrooms, hallways, break area, mailroom, and receiving/loading dock have motion sensors on the lights. The Main Conference does not. Please be sure to turn off the lights when you leave.
- **Offices, Labs, and Workshops** – In most cases, your organization's spaces do not have motion sensors. Please be sure to turn off the lights when you leave.
- **Emergency** – Most spaces do have one or two lights that never turn off. These are for emergencies.

Air Conditioning and Heating

- **Common Spaces, Offices and Workshops** – Generally these spaces are programmed to stay within the 68 degrees to 78 degrees range. You can adjust within this range using the thermostat control in the space. Let the Hub Community Manager know if you would like to adjust further.
- **Workshops and Labs** – They are handled by a different system. We are in the process of getting that system controls adjusted and will work with you to set a range.

Internet

- **Wi-Fi** – Wi-Fi is available throughout the building and on the patio. The network is “The Hub.” There is a password. It will be updated periodically. You can get the latest version from the Hub Community Manager.
- **Ports** – Each space has more places to plug into the internet than likely needed. Initially the Hub has made a subset of these “live” in each area. The Hub Community Manager has a list of the live ports. You can request any adjustments to this.

Food / Beverages

- **Coffee and Water** – Both coffee and cold water are provided in the main 1st floor kitchen and the 2nd floor break area.
- **Refrigerators** – There are two refrigerators in the 1st floor kitchen and one refrigerator in the 2nd floor break area for your use. There may be times that one of the 1st floor refrigerators is used for special events.
- **Microwave** – There is a microwave available for your use in the 1st floor kitchen.
- **Other** – Occasionally the Hub will provide other food, beverages, etc. No one may retrieve or consume alcoholic drinks under the age of 21.

Janitorial Services

- **Public Areas** – The breakrooms, hallways, conference room, coworking lounge, and other shared area are cleaned three times a week. Typically, this occurs on Monday, Wednesday, and Friday evenings.
- **Offices, Workshops and Labs** – If you would like cleaning services in your office and/or space please make arrangements with the Hub Community Manager.
- **Garbage** – If you are not having janitorial service in your area, please leave your trash outside your suite on the cleaning days. If you have trash on other days, you can dispose of it in the dumpster which is located by the parking lot gate in a white fenced area.

Recycling

- **Cans, Paper, etc.** – There are two rolling bins for recycling outside the loading dock entrance. These are picked up periodically. There are also black/silver recycling bins throughout the building (note: they say “cans” or “paper” but it is okay to put cans, paper, recyclable plastic in those together).
- **Cardboard Boxes** – Boxes can be broken down and placed in the designated spot in the loading dock area.

Shredding

- Shredding Bins – There are two secure shredding bins in the building. One is in the mailroom on the 1st floor, and one is in the hallway on the 2nd floor. These are picked up periodically.

Repairs

- **Online Request Form** - Notify the Hub Community Manager of any items that need to be inspected and/or repaired. We also will distribute an online form for your convenience.
- **Upcoming Repairs / Improvements** – Several changes are being scheduled for the next few months. If you have any questions about these activities, please contact the Hub Community Manager.

Gym

- We are establishing a gym in the small building across the parking lot. A committee made up of tenants and Innovation District leadership are establishing the scope, processes and fees associated. More information coming.

Roof Patio

- We are considering options for utilization of the roof patio area. A committee made up of tenants and Innovation District leadership are establishing the scope, processes, etc. More information coming.
- If you go up to the roof – you are responsible for ensuring that the doors are closed properly, and no items are left up there. You are on camera when on the roof patio.
- Please only walk on the area with the patio (not the rest of the roof).



Rules

as of March 14, 2022

The following rules govern the operations of the Hub facility and our collective community. These rules will be updated and distributed to everyone periodically via email. It is your responsibility to review each revision of the rules and comply with all. If you have any questions or need clarification, please do not hesitate to contact us.

Security

- **Governing Bodies** – We are located between the Port of St. Pete and the Sector St. Pete Coast Guard Station. Our property, particularly the waterfront area, is subject to rules and regulations of those two entities and the US Department of Homeland Security.
- **Gates** – All gates to the parking area/wharf are to be kept closed at all times. Once you go through a gate – either vehicle or pedestrian – please ensure it closes behind you. If it doesn't close properly, please notify the Hub Community Manager or Alison Barlow (make sure to get someone live – don't leave a message).
- **Activities on the Wharf** – The area behind the building is referred to as the wharf. Daily, normal use is permitted in this area, such as walking to/from the parking lot, working out at the gym, or spending time on the patio off the breakroom. If you would like to use the area for an event or other purpose, please consult with the Hub Community Manager. Other uses may require additional approvals by the City of St. Petersburg.
- **Vessels** – From time to time there may be commercial vessels docked behind the building by the Port of St. Pete. The presence of a vessel will require us to institute additional security policies for the timeframe when they are docked here including the addition of fencing along some portion of the waterfront area.
- **Building Exterior Doors** – The doors occasionally stick as they are closing. It is your responsibility to make sure any doors you go through close and lock behind you.
- **Cameras** – Security cameras and access points will record your movements (and that of any guests) and store them. You consent to these measures.

Waterfront Restrictions

- **Fishing** – No fishing is allowed from the seawall behind the building.
- **Water Vessels** – No private vessels are allowed to dock along the seawall behind the building. Commercial/work-related vessels must be pre-scheduled and approved by the Port of St. Pete. This is done by contacting the Hub Community Manager.

Access

- **Employees** – Permanent building employees will be issued a badge and potentially a parking pass (depending on the terms of your organization's lease). Each employee must complete a badge information form prior to receiving the badge.
 - The building is open to employees 24x7.
 - Your badge will open exterior doors that go into shared spaces, the interior lobby door, door(s) to your space, and the parking gate (if you have a parking pass). If you would like to grant access to your space to another tenant, please work with the Hub Community Manager.
- **Occasional Employees** – Access for occasional employees can be arranged with the Hub Community Manager and may differ on a case-by-case basis.
- **Foreign Nationals** – Foreign nationals (those who do not have permanent resident status in the U.S.) cannot be employees based in the building. There are situations where they can be guests. We will need prior notice to prepare for their visit. As the SCIFs are re-certified this process will become more stringent. Please consult with the Hub Community Manager and building FSO if you anticipate needing to handle such scenarios.
- **Guests** – All guests must always be escorted. They should enter the building through the lobby and check in with the front desk. They will be issued a guest pass. You will be notified that they have arrived and be required to come get them in the lobby. While they are in the building you must escort them including to the break area and/or bathrooms.
- **Four Legged Guests (aka dogs or other pets)** – Pets are not allowed in the building. We have unique spaces such as laboratories that could be dangerous. Guide dogs and other certified assistance animals are allowed. Please notify the Hub Community Manager if you have such a situation so that we can help plan a safe way to have the animal in the building.
- **Forgotten or Lost Badge** – Do not use someone else's badge. If you lost or forgot your badge, please notify the Hub Community Manager. If it is lost, we will disable it for everyone's safety. We will also issue you a temporary new one.
- **Keys** – As we await the new interior badging system, select keys have been issued. Do not make copies of these keys. If your team needs additional copies, notify the Hub Community Manager. When the badging is ready, all keys must be returned.

Parking

- **Employees** - Parking lot inside the gate is reserved for passholders. We are also securing a lease on the lot across the street for passholders. Your organization's lease or coworking membership agreement stipulates how many parking passes will be allocated to your organization. The Hub Community Manager will issue these. Each employee must complete a parking pass request form prior to receiving the parking pass.
- **Visitors** – They can park on the street (meters coming). If you have a visitor that needs off street parking, please work with the Hub Community Manager to get a pass.
- **Drop-offs** – If you have a vendor dropping something off / staying briefly there are areas designated in the drives on either side of the building for brief parking. Work with the Hub Community Manager to reserve a spot.
- **Bikes** – There are two locations to secure bikes. The first is outside across from the loading dock. The second is inside in the receiving/loading dock area.

Evacuation

- If the building must be evacuated (e.g., fire alarm) please go outside immediately and make your way to the grassy area across the street from the lobby entrance.

Hosting Meeting / Event

- **Main Conference Room** – This conference room is for use of all tenants. It can be reserved by contacting the Hub Community Manager. Use of the room for 3 hours or less is included in your lease / membership agreement. Use of the room for over 3 hours (e.g., half day or full day meeting) will incur an additional charge.
- **Coworking Meeting Room** – This meeting room is for the coworking members and be reserved by contacting the Hub Community Manager.
- **2nd Floor Meeting Room** – In the future there may be a small meeting room established on the 2nd floor.
- **Patio on the Wharf or Rooftop** – These spaces can be reserved by contacting the Hub Community Manager. There may be a charge for use. Depending on the event there may be the need to get approval by the Port of St. Pete so please allow at least 2 weeks.

Special Events

- **Grand Prix**
 - **Road access** to the building is limited by this event. Car passes to get through the event access gates can be provided to those with parking passes that must be at the building from Wednesday through Sunday. We are limited to parking in the gated lot.
 - **Hosting events** over that weekend is greatly restricted by the Hub's lease with the City. Any violation of those terms is subject to fines by IndyCar and void of the building lease. Please contact the Community Hub Manager if you would like to discuss any possible plans.
 - These conditions are also outlined in your organization's lease / membership agreement.
- **Fireworks Viewing**
 - We anticipate that the roof patio could be popular for fireworks viewing for July 4th, December 31st, and other times. If you are interested in watching the fireworks, please reserve spot(s) with the Hub Community Manager.
 - If you do not have a reservation, you may be asked to leave. If you have a reservation and are a no-show, you will not be able to reserve a spot for the next event.
 - There is limited capacity for the roof patio. If the interest exceeds the capacity for an event, we will have a lottery.

Internet

- **Hub Network**
 - We have several networks in the Hub. The main one that most tenants use is called "The Hub." You must get prior approval from the Hub Community Manager before plugging anything more than a standard PC into a port or placing it on the Wi-Fi. We will try to approve immediately, but in some cases, we may need to bring in our IT vendor to help determine the best way to accomplish your requirements.
 - Some of the tenants have their own dedicated internet lines coming into the building. These have been designed to not interfere with "The Hub" or each other.
- **IT Closets**
 - We have several IT closets. They should be locked. However, from time to time as work is being done, they might be left open. Do not go into these without prior approval from the Hub Community Manager.

Edit History

Version	Date	Edits
4	02/04/22	Expanded section about governance under Things to Know to include both the City and County. Added bike parking locations under Hub Rules .
5	02/14/22	Added note under Hub Rules to require prior approval before any devices (beyond a standard PC) are put on “The Hub” network or access to any IT closet.
6	02/24/22	Updated Hub Manager info with Lauren’s contact info. Minor format changes.
7	03/14/22	Updated details about the Wi-Fi password, water/coffee service, janitorial service. Added information about recycling and shredding. Added information about forgotten or lost badges and keys.