

## 712 Innovations Conference Room Terms of Use

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Welcome to 712 Innovations! Thank you for renting our 25P conference room. We are happy to have you in our space and want your time to be productive and enjoyable. 712 Innovations is a CoWork/Incubator dedicated to advancing growth for small businesses in Topeka and the surrounding areas. We provide business programming, low-cost desk rentals and other amenities for individuals looking to work remotely, meet with clients and grow their businesses. As you rent the space, please be respectful of the businesses that call 712 Innovations home.

Here are features we would like to point out so you can take advantage of them.

1. The conference room comes with a smart TV that can be used for a variety of functions including a camera and microphone for video conferences. To turn on the tv, press POWER on either the lower right-hand side of the screen or POWER on the remote.
2. The north wall (across from the door) of the conference room is a whiteboard. Please use only the provided markers to draw on it.
3. To connect a personal laptop to the screen, unhook the HDMI cable on the back of the computer from the computer itself. You can then plug the cord into your personal laptop. This will work for non-Apple computers. Apple devices will need a converter attached to the end of the HDMI cable.
4. Flash drives can be used with the tv as well too. There are ports located in the side of the computer behind the screen and above the screen. \*\*\*Make sure to remove your flash drive when you are leaving.\*\*\*
5. To access the Wi-Fi, go to the 712 Innovations option and enter **6cRn5nAE**. This is also displayed in the conference room.

### Locating the restroom

Go to the breakroom located in the middle of the facility. To your right you will see keys on the door along with directions for getting to the restroom. As we are a shared office building and located along the first floor, we keep the bathrooms locked.

### Kitchen use

As a service to 712 Innovations members and individuals renting a conference room, we have a kitchen available for use. Located within the kitchen are: a fridge, vending machine, sink, microwave, and toaster. Please feel free to use any of these items. If you have used them, make sure to clean up any mess made afterwards. Thank you in advance!

### Renter Responsibilities

In order to maintain a clean and professional environment, we require that clients renting the space observe the following procedures when vacating the room.

1. Make sure that the whiteboard is wiped off.
2. The trash can has been emptied, **if food has been put into it**, into the large trashcan in the breakroom. This trashcan can be wheeled into the conference room for use during the meeting.
3. All chairs have been pushed back into an organized fashion.

4. You have unplugged your flash drive or computer from the smart TV and placed the HDMI cable behind the tv.
5. All personal accounts have been logged out.
6. Mouse and keyboard have been turned off.
7. All food and items brought have been removed from the room.
8. Reusable coffee cups have been washed in the breakroom sink
9. Crumbs have been swept off the table.
10. Lights have been turned off if you are the last to use the room.

As you are in a communal space please be aware that loud music or conversations in the lobby and conference room are prohibited. Please shut the door when your meeting is in session as several members offices and desks are located adjacent to the room.

**If you are the host of a meeting, please do not leave 712 Innovations until ALL your members have left the premises. Any damage to our facility or theft of property will be your responsibility and will need to be covered by you or your organization.**

I have read and understand the information in the 712 Innovations Conference Room Terms of Use.  
\_\_\_\_\_ INITIAL

Any questions can be directed to [info@712innovations.com](mailto:info@712innovations.com) or by calling 785-783-8062.

I, \_\_\_\_\_, agree to uphold the procedures stated above. I have been given the terms of usage for the 712 Innovations Conference room. If I do not follow proper rental procedures, 712 Innovations has the right to cancel my reservation.

I will be using the conference room on \_\_\_\_\_. The cost of my rental is \_\_\_\_\_ and I agree to provide a deposit ahead of time if necessary. \_\_\_\_\_ INITIAL

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date