

Greenhouse General Use Policy

Last updated: 21 September 2020

Extraordinary notice: Taking reference from the prevailing government guidelines and Singapore Management University's policies, all Greenhouse users will, over and above the prevailing Greenhouse General Use Policy (this "**General Use Policy**"), be subject to Greenhouse Extraordinary COVID-19 Policy (the "**Extraordinary Policy**", and together with this General Use Policy, the "**Policies**").

In the event of any inconsistency, conflict or ambiguity as to the terms of these Policies, the terms of the Extraordinary Policy shall supersede any such inconsistency, conflict or ambiguity.

The Extraordinary Policy shall prevail and subsist at the discretion of Singapore Management University, Institute of Innovation and Entrepreneurship for so long as it deems necessary to ensure the safety and well-being of The Greenhouse users.

1. The Greenhouse Premises

The Greenhouse is an incubation facility located at Level 3, Singapore Management University Connexion, 40 Stamford Road (s) 178908. The Greenhouse is Singapore Management University (SMU), Institute of Innovation and Entrepreneurship's (IIE) 700 square meter downtown innovation facility situated at the heart of Singapore's city centre. Housed over two floors in an iconic sky bridge connecting SMU School of Law and SMU Connexion, The Greenhouse is a gathering of people and ideas that serves as home to SMU IIE's community of changemakers and a nexus for innovation communities.

2. Operating Hours

The Greenhouse is open between 08:00h to 22:30h on weekdays (excluding public holidays), and 08:00h to 17:00h on Saturdays.

3. The Greenhouse Designated Zones

- 3.1. Level 3 Social & Discussion Zone: Apart from all Greenhouse users, it is open to SMU students between 09:00h to 13:00h. An announcement will be made at 13:00h to inform the students of the same.
- 3.2. Level 3 Pantry Zone: All Greenhouse users may use the cutlery and shared amenities such as the cupboards and the refrigerator. Thoroughly wash what you use. You may consume food and

drinks at the pantry but note that there are no dustbins in The Greenhouse. Please dispose all trash in the bins outside.

- 3.3. Level 3 Hotdesking Zone: There is no fixed seating on Level 3. As such, please refrain from hogging seats for long periods by leaving your belongings on the seat and leaving it unattended if you are not using it. Please do not occupy more than one seat at a time.
- 3.4. Level 4 Fixed Desk Zone: While access to Level 4 is open to all Greenhouse users, there may be workstations that are reserved for users who have been allocated fixed desks. A fixed desk user shall only use the desk allocated to them. All Greenhouse users may use the seats on Level 4 if they have not been reserved by a fixed desk user.
- 3.5. Level 4 Meeting Rooms: The meeting rooms are free-of-charge and can be used on a fair use basis—there is no restriction on how long (except for the Boardroom, where bookings are only for 1-hour blocks, non-consecutive) and often they can be used, but please be considerate to other users. The rooms are meant for meetings only and not as personal or team workspaces. Bookings may be made here: bit.ly/ghmeetingrooms. SMU IIE reserves the right to ban or suspend any user from making room bookings at its sole discretion.

4. Access Cards and Policy

- 4.1. Each startup / team will be able to purchase up to two (2) access cards, each at a one-time fee of S\$15.00. For any additional cards, the startup / team will be able to purchase each access card at a one-time fee of S\$30.00.
- 4.2. Each individual will be able to purchase up to two (2) access cards, each at a one-time fee of S\$15.00. For any additional cards, the individual will be able to purchase each access card at a one-time fee of S\$30.00
- 4.3. Each access card must be registered to a person and the registered person will be responsible for its safe keeping and whom is allowed to enter The Greenhouse with that access card (e.g. guests, sharing of access cards among team members). The registered person will be responsible for the actions of the people whom they invite / give access to The Greenhouse.
- 4.4. Each users' access card will have an expiry date as determined by SMU IIE. While there is no need to return the cards once they are purchased, we encourage you to do so after you no longer need them.
- 4.5. SMU IIE may vary the charges above and / or waive any fees at its sole discretion.

5. Cleanliness and Tidiness

- 5.1. You shall leave The Greenhouse neat and clean, which includes but is not limited to: removing all your belongings (save for users with allocated fixed seating), disposing of all rubbish when you leave, returning the furniture the way you found it. Do not leave marks, whether permanent or temporary on any surface of The Greenhouse. SMU IIE reserves the right to: (i) charge a cleaning and disposal fee resulting from having to tidy and clean after you, and (ii) remove all unattended belongings left in The Greenhouse overnight, without notice.
- 5.2. Please be considerate so that we can all work in a pleasant environment. Treat The Greenhouse as you would your own home.

6. Printing

Save the environment; print only what you need. While printing is free at The Greenhouse, we seek your kind understanding to be considerate when using the printer: let other users know beforehand if your print job will take some time and inform SMU IIE when the toner is low. Please take care of the printer.

7. Lockers and Storage

- 7.1. All Greenhouse users may store personal items (excluding any perishables, contraband and / or dangerous items) in the lockers provided during the period they are entitled to access The Greenhouse. Lockers are available on a first come, first served basis. SMU IIE reserves the right to remove and dispose of items and locks on and within the lockers: (i) if not claimed by its owners after the period they are entitled to access The Greenhouse has expired, and (ii) if SMU IIE reasonably believes that the locker is being used to store perishables, contraband and / or dangerous items.
- 7.2. Please do not obstruct any corridors, walkways, and stairways. The use of The Greenhouse as a manufacturing and / or storage facility is strictly prohibited, save for storage that may be incidental to general office use purposes.

8. Damages and Compensation

Please treat The Greenhouse furniture and fittings with care. You will bear the cost of any repairs that arise from you or your guests' actions, negligence, or otherwise, without limitation.

9. Respect of Others

- 9.1. You shall not directly or indirectly take, copy or use any information or intellectual property belonging to other users, their companies or any of their guests, including without limitation personal names, likenesses, voices, business names, trademarks, service marks, logos, trade dress, other identifiers or other intellectual property, or modified or altered versions of the same. Canvassing, soliciting and peddling in The Greenhouse are prohibited and you shall not solicit other users for any business or other purpose.
- 9.2. You or your officers, directors, employees, shareholders, partners, agents, representatives, contractors, customers, or invitees shall be prohibited from participating in any type of harassing or abusive behaviour to the staff and students of SMU, other users or invitees, verbal or physical in The Greenhouse for any reason.
- 9.3. Please do not act in any manner which may disrupt or interfere other users, such as playing music or introducing offensive smells.
- 9.4. SMU IIE does not control and are not responsible for the actions of other users or any other third parties. If a dispute arises between users or their invitees or guests, SMU IIE shall have no responsibility or obligation to participate, mediate or indemnify any party.

10. Disclaimer

- 10.1. Only you or any of your employees, agents or invitees shall bear the risk of any loss or damage to the property belonging to any of you. SMU IIE will not bear liability for any loss, theft or damage to any personal property in The Greenhouse resulting from your action or inaction, such as by leaving your property unattended or if stolen from your locker. This includes also any disclosure of confidential information.
- 10.2. SMU IIE reserves the right to amend this General Use Policy without notice and to revoke access of any user at its full discretion.
- 10.3. The Greenhouse is subject to the prevailing university-wide policies on use of space. Our policy will adhere to the same and be amended as needed.

11. Contact us

If you have any queries or updates for SMU IIE, please feel free to contact us at thegreenhouse@smu.edu.sg.

Greenhouse Extraordinary COVID-19 Policy

Last updated: 21 September 2020

1. Opening Hours

The Greenhouse is open between 09:00h to 18:00h on weekdays (excluding public holidays).

2. Access Policy

Access to The Greenhouse will be staggered based on the prevailing policy as set out by SMU IIE from time to time. The Greenhouse will only be accessible to registered users and SMU IIE staff.

3. Social Distancing

Please do not sit at seats and spots that have been marked out as not for sitting. Observe the prevailing social distancing guidelines and rules as set out by the Singapore government. This includes but is not limited to wearing of masks at all times (save for when eating or drinking), limits to the total number of people gathering, ensuring physical distance between persons.

4. Maximum Capacity

The Greenhouse limit is 50 persons at any one point in time, of which 40 will be provisioned for all Greenhouse users and their guests, and 10 for SMU IIE staff and their guests. You shall listen and abide by any request made by SMU IIE staff to vacate The Greenhouse if in their opinion, there is a risk that the maximum capacity has been / will be reached.

5. Revoking of access

Flouting the terms of this Extraordinary Policy or any prevailing guidelines set out by the Singapore government may result in the revoking of access to the Greenhouse at the sole discretion of SMU IIE.