Welcome to ONRamp! Located in the Banting Institute, ONRamp is a 15,000 sq ft collaboration and community space for the U of T entrepreneurship community and that of our partner universities Western, Waterloo, Queen’s and McMaster.

ONRamp connects entrepreneurs and incubators across U of T and our partner organizations with each other as well as helping our startups accelerate their businesses with access to facilities, events, and the entrepreneurial ecosystem in downtown Toronto. Connect with our community via our Twitter (@UofTStartup), website (www.entrepreneurs.utoronto.ca), or signing up for our newsletter on the homepage of the website.

**Public areas:** Students, researchers, faculty, alumni and other contacts involved in entrepreneurship from U of T or our partner organizations are welcome to use our 1st floor public space (i.e. kitchen, lounge, hot desks, meeting and board rooms, etc.) during business hours or to attend community events.

**Dedicated space:** Access to ONRamp meeting rooms and hot desks on the 2nd and 5th floors are available via fob application form completed by early stage startups or recent alumni (up to 5 years post graduation) who are currently working with one of our incubators or partner organizations. Additionally, a limited number of short-term workstations on these floors are available to selected startups based on a competitive application form.

Later stage startups and those with bigger teams are also welcome to inquire about leased office space in the Banting or Best buildings.

**ONRamp Team (Monday to Friday from 9:00am to 5:00pm)**

<table>
<thead>
<tr>
<th>Staff Member</th>
<th>Email</th>
<th>Phone</th>
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<tr>
<td>Tope Adepoyigi</td>
<td><a href="mailto:entrepreneurs@utoronto.ca">entrepreneurs@utoronto.ca</a></td>
<td>416-946-0582</td>
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<tr>
<td><strong>ONRamp Reception</strong></td>
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<tr>
<td>Marcelo Lima Figueiroa</td>
<td><a href="mailto:marcelo.lima@utoronto.ca">marcelo.lima@utoronto.ca</a></td>
<td>416-971-2378</td>
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<tr>
<td><strong>Entrepreneurship Facilities Coordinator</strong></td>
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<tr>
<td>Melanie Langemeyer</td>
<td><a href="mailto:melanie.langemeyer@utoronto.ca">melanie.langemeyer@utoronto.ca</a></td>
<td>416-946-0577</td>
</tr>
<tr>
<td><strong>Program Coordinator, U of T Entrepreneurship</strong></td>
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<tr>
<td>Jules Phillips</td>
<td><a href="mailto:jules.phillips@utoronto.ca">jules.phillips@utoronto.ca</a></td>
<td>416-946-7246</td>
</tr>
<tr>
<td><strong>Senior Community Engagement Specialist</strong></td>
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University Support Contacts

For all emergencies please call Toronto Police at 9-1-1.

For all other services please see the directory below:

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<th>Services</th>
<th>Related issues</th>
<th>Phone</th>
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<tr>
<td>Facilities and Services</td>
<td>Power, temperature control, floods, plumbing and related matters.</td>
<td>416-978-3000</td>
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<tr>
<td>Caretaking Services</td>
<td>Cleanup of spills, bathroom cleanup and sanitary paper refill</td>
<td>416-978-6252</td>
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<tr>
<td>Campus Police</td>
<td>Call to report:</td>
<td>416-978-2222</td>
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<td>• Suspicious persons</td>
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<td></td>
<td>• An assault or immediate danger of assault including persons fighting</td>
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<td>• Sexual Assault (Toronto Police is also an option)</td>
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<td>• Excessive noise from a loud party</td>
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<td>• Minor motor vehicle collisions and disabled vehicles</td>
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<td>• Theft in progress</td>
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<td>• Suspicious activity or packages</td>
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Code of Conduct

Being a part of a co-working space offers an unparalleled opportunity to network with and learn from other startups. The spirit of ONRamp is one of connecting, sharing, collaborating, and learning from one another and being respectful of others at all times. We encourage you to get actively involved in the space – introducing yourself to others, bringing snacks in to share, using different floors to meet different startups, and attending ONRamp events.

Please be respectful of the space and other users by following the policies in this guide and cleaning up after yourself. Meeting rooms are reserved for those who book them and targeted to the use of two or more people; individuals are asked to use hot desks or phone booths for work and sales calls. Co-working etiquette also includes being cognizant of your speaking volume – please use phone booths when making phone calls to avoid unnecessary distractions of other users.

Lastly, we ask all users to be flexible around the use of this free space and follow the guidance of the U of T Entrepreneurship team to ensure the space is allocated to meet the needs of our startups, Banting tenants, and other partners.

University of Toronto Entrepreneurship reserves the right to revoke privileges and access to ONRamp space to users at any time.
**ONRamp Access**

The Banting building is open from 7:00am to 6:00pm. The 1st floor of ONRamp is open to the public from 9:00am-10:00pm with Reception desk open during business hours 9:00am-5:00pm. Current students/startups/staff and recent alumni (up to 2 years post graduation) who are actively working with one of our incubator/accelerator programs or partners may apply for a keyfob for 24/7 access to the 2nd and 5th floor facilities each academic year. Fob application requires sponsorship from the incubator/accelerator director. For U of T startups, your incubator/accelerator must also be currently reporting on their work with you in our latest quarterly reports.

- **Keyfob Access**
  - Key fobs are available at a onetime deposit of $35 for 24hr access.
  - Lost fobs replaced at the cost of $25.
  - Access will be programmed based around the academic calendar.
  - ONRamp keyfobs: 3 business days for fob pick-up
  - Best keyfobs: 5 business days for fob pick-up

Please note that fobs are re-set once per academic year and require re-application from startups for continued use after September 1st each year.

**WiFi Access**

ONRamp is equipped with access to the UofT and Eduroam WiFi networks. If you are a U of T student, staff or faculty member, you can access WiFi via UTORid. If you are visiting from another academic institution you may have access via Eduroam. For details on connecting via UTORid or Eduroam please visit:

[http://help.ic.utoronto.ca/content/20/704/en/wireless-access.html](http://help.ic.utoronto.ca/content/20/704/en/wireless-access.html)

Guests of ONRamp that do not have access to UTORid or Eduroam may obtain guest access from ONRamp reception desk staff. The reception desk has login and password information which changes on the first day of each month.

Note that use of the U of T and ONRamp Guest Wifi are subject to the Appropriate Use of Information and Communication Technology policy found at [http://wwwprovost.utoronto.ca/policy/use.htm](http://wwwprovost.utoronto.ca/policy/use.htm).

**Network and IT Support**

ONRamp provides access to the University of Toronto Campus Wide Network for all network and internet connections, however technical support is not handled onsite. For all University of Toronto students, faculty, and staff with an active UTORid, network support is provided by the Information Commons Help Desk. Their contact information is:

Information Commons Help Desk  
Robarts Library, 1st Floor  
130 St. George Street
Booking Meeting Rooms
Meeting rooms are booked via the RRS Lite booking site: https://ace.utoronto.ca/rrslite. For access to the booking system please contact the reception desk staff. **Note that only 1st floor meeting rooms can be booked by the public; 2nd and 5th floor meeting rooms require fob access so are restricted to startups working with our incubators.**

Please be considerate of others and book rooms before walking into them or cancel the booking if you won’t be using the room. Meeting rooms are intended for two or more people; individuals are asked to use hot desks or phone booths as needed for working or making calls.

Block booking is generally not permitted, but in special cases may be required. If you need multiple rooms or multiple days please speak with the ONRamp reception desk to make booking arrangements. Large or extended bookings will be removed from the system if not prearranged with ONRamp staff.

For those with fob access to all floors, ONRamp meeting rooms are available 24/7, including technology enhanced rooms. Please note that technical support is available from 9:00am to 5:00pm per ONRamp staff hours. If you have any technical issues please notify ONRamp reception desk staff.

Available Meeting Rooms:
- 1st floor has 2 boardrooms (8-10 people) and 2 meeting rooms (6 people)
- 2nd floor has 5 meeting rooms (6 people) and one large seminar room (20 people)
- 5th floor has 5 meeting rooms (6 people)

Hot Desks
There are hot desks available on a first come, first serve use on the 1st floor for the public and on the 2nd and 5th floors with fob access. Please do not leave any personal belongings or technology on hot desks when not in use. Items left behind will be placed in the Lost and Found. Half and full-sized lockers are available for storing personal items when not in ONRamp.

Assigned Short Term Workstations
A limited number of short term assigned workstations are available via competitive application every semester. Workstations are intended to be transitional (up to 1 year maximum assignment) to support the maximum number of startups. Eligibility requirements for workstations include:
- Early stage startups led by a U of T student/researcher/faculty or recent alumni founder (up to 2 years post graduation)
- Startup is actively working with a U of T or partner incubator/accelerator and has completed the previous Annual Client Survey
- Startup has full time employees who will be using the space full-time (i.e. Monday to Friday, 9:00am – 5:00pm); interns and part time users are requested to use hot desks
The application forms are available from reception and require incubator/accelerator sponsorship and approval from U of T Entrepreneurship. Note that technology and personal items are left at assigned workstations at your own risk.

University of Toronto Entrepreneurship reserves the right to assign, re-assign/move, time limit, or cancel workstation assignments as needed for incoming startups.

**Furniture and Printers**
Please do not move tables or large pieces of furniture without consulting ONRamp staff for approval. If you move chairs, please return them to their original position when done. If you need to have larger working space for your group, please book a meeting room. Note that no outside furniture is allowed in ONRamp. Printers cannot be brought into any areas as users are asked to use the printer in the 5th floor business area.

**Technology-Enhanced Rooms**
ONRamp is equipped with several technology enhanced rooms. Each technology-enhanced room has a projector or panel screen with A/V connections. A/V support is available during University operating hours from 9:00am to 5:00pm Monday to Friday. Please be advised that ONRamp does not provide laptops or connecting adapters. These are the responsibility of the user. Technology enhanced rooms:
- RBC Innovation Hub, 1st Floor
- Both boardrooms, 1st Floor
- Room 253, Electron Microscope Seminar Room, 2nd Floor

**Kitchen**
There is a kitchenette located on each floor of ONRamp. Individuals are welcome to free coffee offered on the 1st floor; please advise the reception desk if you notice that we are running low on cream, sugar, cups, etc. All individuals are welcome to store their lunch in the refrigerators, but please be sensitive to other people’s belongings and the cleanliness of the fridge (i.e. make a point of throwing out any items you have placed in there that you don’t plan to consume, or have reached their expiry date). Fridges are cleaned out at the end of the month and all unlabelled food is thrown out.

**Garbage/Recycling**
Each floor of ONRamp and the hallways in Banting is equipped with numerous landfill garbage and recycling bins. Please care for the environment by disposing of your recycling and waste in the appropriate bins.

**Mail**
Mail services are available to ONRamp users and startups.
- Please include both your first and last name on all mail addressed to ONRamp.
- All mail is sorted by startup name in alphabetical mailboxes located near the reception desk on the 1st floor of ONRamp.
- If the mail has not been picked up after 30 days, it will be returned to sender.
- **Parcels will not be accepted** unless you have notified the reception desk staff in writing in advance of the parcel's arrival.

Note that we are not responsible for loss or damage to any mail or parcels. Please do not use ONRamp’s address for any business legal purposes (such as business incorporation) for liability reasons.

**Lockers**

Half sized lockers are available on the 2nd and 5th floors of ONRamp, bookable via a $25 deposit per each academic year through the reception desk. Lost keys for the half lockers are replaced at the expense of the borrower at a cost of $25.

Free lockers are available in the 5th floor hallway – please connect with the reception desk staff for an assigned free locker in this space.

**Transportation and Parking**

ONRamp is ideally located near Queen’s Park Subway station.

Parking facilities at the Banting Institute are limited. Parking passes at Banting can be arranged with U of T Transportation services in Banting room 222, at a cost of $20 per day.

Parking meters are available on the U of T campus on King’s College Circle at a rate of $20 per day. King’s College Circle can be accessed from King’s College Road, one block west of University Avenue off College St.

Additional Parking can be found at surrounding locations such as the MaRS Building, Toronto General Hospital and Green P public parking garages. For more info and to find a public garage visit https://parking.greenp.com/.

**Alcohol and Smoking**

No smoking or vaping is allowed in any building on campus.

Please note that ONRamp adheres to the University of Toronto St. George Campus Alcohol Policy and accompanying Alcohol Regulations. Both documents can be found by visiting http://www.food-beverage.utoronto.ca/beverage-services/university-alcohol-policy. Alcohol is not permitted in ONRamp, with the exception of events coordinated through University of Toronto Beverage Services http://www.food-beverage.utoronto.ca/beverage-services.

**Bikes**

Due to university-wide policy, bikes are not permitted in ONRamp.

**Photography and Videography in ONRamp**

All photography and videography conducted in ONRamp must be authorized by U of T Entrepreneurship. To obtain permission to shoot in the space please email
entrepreneurship@utoronto.ca, or visit ONRamp reception desk to obtain an official request form. Photo and video sessions in ONRamp are subject to space availability and scheduled events. The University of Toronto and U of T Entrepreneurship maintain the right to limit photography and videography session in ONRamp, and to revoke permission to shoot in the space.

**Security**

Campus Police makes regular tours of ONRamp and the Banting building including weeknights and weekends. To keep ONRamp secure, please leave windows closed at all times and let the reception desk know of any heating issues. If you have any security concerns at any time, please notify the reception desk or Campus Police immediately.

To protect our users, there is a zero tolerance policy for anyone who leaves any of the front doors of ONRamp or Banting barred open without U of T Entrepreneurship staff approval. Fob access will be revoked for such behaviour immediately.