

ONRamp

Welcome Guide and Membership Participation Agreement

Last updated: November 22, 2021

Please note: access to a number of amenities and benefits has been affected by COVID-19 restrictions. For more information including U of T's health assessment requirements, please review the [ONRamp Reopening Guidelines](#).

Welcome to ONRamp @ U of T Entrepreneurship! Located in the Banting Institute, ONRamp is a 15,000 square foot collaboration and coworking space for the U of T entrepreneurship community.

ONRamp connects innovative students, their startups and U of T Accelerators across U of T's tri-campus and helps accelerate venture creation, learning and impact through access to facilities, events, and the business community in downtown Toronto. Connect with our community via our Twitter ([@UofTStartup](#)), LinkedIn (University of Toronto Entrepreneurship), website (www.entrepreneurs.utoronto.ca), and [subscribe to our newsletter](#) to stay in the loop on all things entrepreneurship at U of T.

ONRamp is a safe and inclusive community where all are welcome. Learn more about our values and expectations of all community members in our [Code of Conduct](#). Take your time reading through these membership guidelines and don't hesitate to contact us if you have any questions or concerns. We are excited to support you on your entrepreneurial journey!

Our Team

The University of Entrepreneurship team is available Monday to Friday from 9:00am to 5:00pm.

Staff Member	Role	Email	Phone
Tope Adepoiyi	ONRamp Receptionist and Admin Assistant	entrepreneurs@utoronto.ca	416-946-0582
Amanda Arantes	Entrepreneurship Facilities Coordinator	amanda.arantes@utoronto.ca	416-971-2378
Melanie Langemeyer	Entrepreneurship Program Coordinator	melanie.langemeyer@utoronto.ca	416-946-0577
Kay Martinez	Program Coordinator	kay.martinez@utoronto.ca	416-946-7246
Alyson Bruce	Marketing & Communications Officer	alyson.bruce@utoronto.ca	416-946-8523



Efosa Obano	Program Manager, Black Founders Network	efosa.obano@utoronto.ca	
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Other Important Contacts

If you require immediate assistance, feel free to contact the departments below.

Services	Related issues	Phone
Toronto Police	Emergencies	911
Campus Police	Call to report: <ul style="list-style-type: none"> • Suspicious persons • An assault or immediate danger of assault including persons fighting • Sexual assault (Toronto Police is also an option) • Trespassers • Excessive noise from a loud party • Minor motor vehicle collisions and disabled vehicles • Theft in progress • Suspicious activity or packages disputes 	416-978-2222
Facilities and Services	Please let the reception desk know of any issues. Should there be a facilities emergency (power outage, floods, etc.) and no receptionist, please call the U of T Facilities and Services number for help.	416-978-3000
Caretaking Services	Please let the reception desk know of any issues to contact Caretaking Services.	416-978-6252

ONRamp 1st Floor

COVID-19 health and safety protocols may impact the current availability of this benefit; please refer to the [ONRamp Reopening Guidelines](#) that are updated regularly for any impacts.

The 1st floor of ONRamp is open Monday to Friday from 9:00am to 5:00pm, with the reception desk open from 9:00am to 5:00pm. The entire U of T entrepreneurship community including students, researchers, partners, faculty, alumni, and guests are welcome to access the kitchen, lounge, and hot desks. All are invited to take part in community events. The 1st floor may sometimes be closed for a private event, so please keep an eye on the reception desk signs to stay informed of when the 1st floor of ONRamp may be unavailable. Events in ONRamp will also be flagged on the [UTE website](#) and via email for ONRamp Members and Banting tenants.

ONRamp 2nd & 5th Floors – ONRamp Members Area

ONRamp's 2nd and 5th floors are available 24/7 to ONRamp Members and require key fob access to enter. ONRamp Members can book hot desks and meeting rooms on the 2nd and 5th floors via the ONRamp Microsoft Bookings tool.

Perks:

- Access to the 1st floor of ONRamp during operating hours (9:00 a.m. to 5:00 p.m. Monday to Friday)
- 24/7 key fob access to the 2nd and 5th floors
- Access to hot desks on the 2nd and 5th floors
- Access to the meeting room and phone booth booking system for all three floors
- Access to lockers (rental fees apply)
- Access to the Business Centre on the 5th floor
- Mail service at the reception desk
- Event discounts and ticket offers
- [U of T Startup Perks](#)
- [U of T Job Board](#)

Please note the following COVID-19 related restrictions currently in place until further notice:

- 1st floor of ONRamp is closed but can be accessed for key fob or mail pickup by appointment. Members will **not** be able to book meeting rooms on the 1st floor at this time.
- ONRamp Members may access the space by key fob from 9am – 5pm Monday – Friday by appointment via the ONRamp Microsoft Bookings tool.
- Phone booths are currently closed.
- Members are **required** to complete the health screening and generate a risk status each time they come to U of T: [by using UCheck](#) to conduct a self-assessment, or by completing a [paper based or offline assessment log](#).

For a full listing of restrictions and protocols, please review the [ONRamp Reopening Guidelines](#).

ONRamp Eligibility

- You are a U of T student, faculty or alumni (less than 2 years since graduation)
- If you are not a U of T student, faculty or alumni (less than 2 years since graduation), you must be **currently** working with a [U of T accelerator](#)
- Must have completed [U of T's IP Education Level 1 course](#). For applicants who already have a strong foundation in their IP knowledge, completion of Level 1 can be replaced by completion of a [Level 2 Topic](#).

Requirements of IP Education: All ONRamp members must complete at least one Topic through U of T's IP Education Program, delivered online via U of T's Quercus platform.

- Why must I do this? The UTE Community believes that a base level of IP knowledge will help all of our members, regardless of whether they are currently engaged in an IP-based startup. It is consistent with recommendations from multiple levels of government and will ensure Canadian competitiveness. Access to ONRamp is heavily discounted and this is a small commitment in exchange for that benefit.
- Level 1 is open to everyone and is geared for those with little to no IP knowledge. The Level 2 Topics are for more advanced learners with an existing knowledge of intellectual property and build on Level 1. We recommend you take them all.
- If you already have extensive knowledge or experience with IP matters and wish to take Level 2 without taking Level 1, please request a waiver of the Level 1 pre-requisite on the Level 2 Registration Forms by typing “OnRamp Application Waiver” in the field that asks “What date did you complete Level 1?”
- If you have any further questions, please contact the IP Education Program Coordinator at (ipeducation.entrepreneurship@utoronto.ca)

Fees

- \$50 + \$6.50 HST for 1-year membership (September 2021 – August 2022)
- Not prorated and non-refundable

Please note:

- Items left behind will be placed in the Lost and Found for up to 30 days and disposed thereafter. Half- and full-sized lockers are available to rent for storing personal items when not in ONRamp (see Storage section below).

Assigned Workstations (ONRamp 2nd Floor)

COVID-19 health and safety protocols may impact the current availability of this benefit; please refer to the [ONRamp Reopening Guidelines](#) that are updated regularly for any impacts.

A limited number of short-term assigned workstations are available via competitive application every semester in ONRamp on the 2nd floor. Workstations are intended to be transitional (up to 1 year maximum assignment) to support a maximum number of startups and to encourage continual growth.

In addition to all ONRamp Membership perks, you will have an assigned workstation on the 2nd floor of ONRamp.

Eligibility:

- Must be an ONRamp Member
- Must be part of an accelerator and have sign-off from U of T Accelerator lead or University of Toronto Entrepreneurship / Innovations and Partnerships Office approval
- Max 4 desks per venture (additional team members can be hot-desk members)
- Preference given to U of T team members (but non-U of T and alum beyond two years of graduation also accepted)

- You are a founder / full-time employee / member of your startup who intends to use space full-time (i.e. Monday to Friday, 9:00am – 5:00pm); part time employees requested to apply for ONRamp Membership
- Must have completed [U of T's IP Education Level 1 course](#). For applicants who already have a strong foundation in their IP knowledge, completion of Level 1 can be replaced by completion of a [Level 2 Topic](#).
- Must have completed a startup profile in AcceleratorApp (instructions given in ONRamp Membership application process).

Fees:

- Additional \$50 + \$6.50 HST per semester:
 - Sept – Dec, Jan – April, May – Aug
- Not prorated and non-refundable

Technology and personal items are left at assigned workstations at your own risk. See Storage section below for locker and locked drawer options.

Storage – Lockers and Rolling Cabinets

Half-sized lockers and lockable rolling drawers on the 2nd and 5th floors of ONRamp may be rented (subject to availability) for a fee. Half-sized lockers are \$25/year or \$10/semester. Rolling cabinets are \$10/semester and are only available to ONRamp Members with assigned workstations. Lost keys for the half-lockers and rolling cabinets are replaced at the expense of the borrower at a cost of \$35. Lockers and rolling cabinets must be renewed each academic year or semester.

Additional Leasing Opportunities

Should your startup require additional dedicated space, there are limited secure offices available for rent in the Banting Institute. Please contact Amanda Arantes (amanda.arantes@utoronto.ca) for more information.

Rules and Best Practices in our Co-Working Space

Being a part of a co-working space offers an unparalleled opportunity to network with and learn from other startups. We encourage you to get actively involved in the space – introduce yourself to others, work on different floors to meet different startups, and attend ONRamp events.

As an ONRamp Member, you agree to abide by the [University of Toronto Entrepreneurship Community Code of Conduct](#).

The ONRamp is a community. 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 are intended for the use of two or more people; use hot desks or phone booths for individual work and sales calls rather than meeting rooms. 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. Consider booking a meeting room if you require a working space for your group.

Lastly, we ask all users to be flexible around the use of the facilities and equipment and follow the guidance of the U of T Entrepreneurship team to ensure we are able to meet the needs of our startups and vibrant community.

We are committed to creating a safe, secure environment for all ONRamp Members and visitors. There is a zero-tolerance policy for anyone who:

- Shares their key fob with others;
- Walks in after ONRamp members to access the space without an individual membership;
- Leaves any of the front doors of ONRamp or Banting Institute propped open, or otherwise breaches ONRamp's security without U of T Entrepreneurship staff approval;
- Removes any possessions from ONRamp that do not belong to them.

Those without ONRamp memberships or key fobs are not permitted to work in ONRamp 2nd and 5th floors.

Failure to comply with any of the rules listed above or the UTE Community Code of Conduct will result in your ONRamp Membership and use of ONRamp being revoked without refund.

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

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 your 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>.

Guests of ONRamp who do not have access to UTORid or Eduroam may obtain guest access from the reception desk. The login and password information is available at the reception desk and on the whiteboard on each floor and it changes on the first day of each month.

Use of the U of T and ONRamp Guest Wifi are subject to the Appropriate Use of Information and Communication Technology Policy (<http://www.provost.utoronto.ca/policy/use.htm>).

Network and IT Support

There is no on-site technical support at ONRamp. University of Toronto students, faculty, and staff with an active UTORid can access network support from the Information Commons Help Desk:

Information Commons Help Desk
Robarts Library, 1st Floor
130 St. George Street
(416) 978-HELP (4357)
help.desk@utoronto.ca

Meeting Rooms and Phone Booths

COVID-19 health and safety protocols may impact the current availability of this benefit; please refer to the [ONRamp Reopening Guidelines](#) that are updated regularly for any impacts.

ONRamp Members are eligible to book meeting rooms on the 2nd and 5th floors via the ONRamp Microsoft Bookings tool. Access will be granted upon membership acceptance. Please contact the reception desk if you have any questions about booking system access.

Note there is a 3.5 hour/per day maximum booking time (per member) and a maximum of 3 bookings/per week for meeting rooms and workstations in ONRamp. Multiple bookings made by the same member will be cancelled. This policy will be revisited as we continue to evaluate the situation and address safety concerns.

Reoccurring meetings will not exceed two consecutive weeks. Bookings made for more than 2 consecutive weeks will be cancelled.

Please be considerate of others and book rooms before walking into them or cancel the booking if you no longer need the room. Meeting rooms are intended for two or more people; use hot desks or phone booths as needed for individual work or calls.

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

For ONRamp Members, the 2nd and 5th floor meeting rooms are available 24/7, including the technology enhanced Electron Microscope room (BI 253). Please note that technical support is available from 9:00am to 5:00pm Monday to Friday. If you have any technical, issues please notify the reception desk by emailing entrepreneurs@utoronto.ca.

Available meeting rooms and phone booths:

- 1st floor: 2 boardrooms (8-10 people) and 2 meeting rooms (6 people) available Monday – Friday from 9am – 5pm
- 2nd floor: 1 phone booth, 3 meeting rooms (6 people), and one large seminar room (20 people)
- 5th floor: 3 phone booths, 5 meeting rooms (6 people), and 2 large meeting rooms (8 people)

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. No outside furniture, appliances, or printers are allowed in ONRamp. ONRamp Members are asked to use the printer in the 5th floor Business Centre. If the Business Centre requires additional resources (paper, ink, etc.), please contact reception.

Technology-Enhanced Rooms

ONRamp is equipped with 4 technology enhanced rooms:

- RBC Innovation Hub (158), 1st floor
- Stem Cell (157) board room, 1st floor
- Insulin (156) board room, 1st Floor
- Electron Microscope (253) Seminar Room, 2nd floor

Each technology-enhanced room has a projector or panel screen with A/V connections. A/V support is available upon request from reception 9:00am to 5:00pm Monday to Friday. Please be advised that ONRamp does not provide laptops or connecting adapters.

Kitchen

COVID-19 health and safety protocols may impact the current availability of this benefit; please refer to the [ONRamp Reopening Guidelines](#) that are updated regularly for any impacts.

There are three kitchenettes in ONRamp – one located on each floor. You are welcome to use all kitchenettes and to store your lunch in the refrigerators, but please be sensitive to other people's belongings and the cleanliness of the fridge. 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 Banting Institute's hallways are equipped with numerous landfill garbage and recycling bins. Please care for the environment by disposing of your recycling and waste in the appropriate bins. If you have suggestions for how we can make ONRamp more sustainable, please email entrepreneurs@utoronto.ca.

Mail

COVID-19 health and safety protocols may impact the current availability of this benefit; please refer to the [ONRamp Reopening Guidelines](#) that are updated regularly for any impacts.

Mail services are available to ONRamp Members.

Please use the following address template when mailing to ONRamp:

Startup name
 Personal first and last name
 ONRamp @ U of T Entrepreneurship, Banting Institute
 100 College Street, Suite 150
 Toronto, ON, M5G 1L5 Canada

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.

We are not responsible for loss or damage to any mail or parcels. Do not use ONRamp's address for any business legal purposes (such as business incorporation) for liability reasons.

Transportation and Parking

ONRamp is conveniently located near Queen's Park TTC station.

Daily parking is available through University of Toronto Transportation Services. Please see locations and current rates here: <http://transportation.utoronto.ca/parking/rates/>.

Additional parking can be found at surrounding locations such as the MaRS Building, Toronto General Hospital, and Green P public parking garages (<https://parking.greenp.com/>).

Bicycles

Due to a university-wide policy, bicycles are not permitted in the Banting Institute or ONRamp at any time. Bike racks are located in front of the Banting Institute.

Alcohol and Smoking

U of T is a smoke-free campus. No smoking or vaping is permitted inside or outside U of T buildings, including ONRamp and the Banting Institute. For more information on U of T's smoke-free policy or support for those who wish to quit smoking: (<https://www.utoronto.ca/smoke-free>).

ONRamp adheres to the University of Toronto St. George Campus Alcohol Policy and accompanying Alcohol Regulations (<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>).

Photography and Videography in ONRamp

All photography and videography conducted in ONRamp must be authorized by U of T Entrepreneurship at least two days in advance. To obtain permission to shoot in the space please email entrepreneurs@utoronto.ca. 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 sessions in ONRamp and cancel unauthorized shoots.

RBC Innovation Hub Bookings

COVID-19 health and safety protocols may impact the current availability of this benefit; please refer to the [ONRamp Reopening Guidelines](#) that are updated regularly for any impacts.

The RBC Innovation Hub can be booked for university-linked entrepreneurship and innovation events. Email entrepreneurs@utoronto.ca for information on booking the RBC Innovation Hub for larger events (up to 80 people).

Fire Emergency Procedure

Please take the time to familiarize yourself with the Fire Emergency Procedure (<https://www.fs.utoronto.ca/main-property-management/fire-prevention/emergency/>) for the University of Toronto. It is mandatory to evacuate University buildings when you hear any fire alarm. Do not ignore or attempt to stay in the building during a fire alarm.

Upon evacuations all persons must relocate away from the building and proceed to the **Firefighter's Monument** which is located just west of Banting on the **north east side of College and University** until the fire prevention officer or the fire department has deemed the building safe.

Do **NOT** attempt to re-enter the building before receiving the approval from the fire prevention officer or the fire department.

Security

Campus Police regularly visit ONRamp and the Banting Institute, including on weeknights and during 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 security concerns at any time, please notify the reception desk or Campus Police immediately.