

ONRamp

Welcome Guide and Membership Participation Agreement

Last updated: September 17, 2020

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 and that of our partner universities: Western University and Queen's University.

ONRamp connects startups and entrepreneurship programs (incubators/accelerators) across U of T's tri-campus and our partner organizations with each other as well as helping them accelerate their businesses with access to facilities, events, and the business community in downtown Toronto. Connect with our community via our Twitter ([@UofTStartup](#)), LinkedIn (University of Toronto Entrepreneurship), our website (www.entrepreneurs.utoronto.ca), and subscribe to our newsletter on the homepage of the website to stay in the loop on all things entrepreneurship at U of T.

Take your time reading through these membership guidelines and don't hesitate to contact us if you have any questions or concerns. We're excited to support, amplify, and grow your entrepreneurial ventures!

Our Team

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

Staff Member	Role	Email	Phone
Tope Adepoyigi	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



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 Space at a Glance

The 1st floor of ONRamp is open Monday to Friday from 9:00am to 10:00pm, 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.

ONRamp's 2nd and 5th floors are available 24/7 to ONRamp Members and require fob access to enter. Those who complete the ONRamp membership application form can receive a key fob to access all amenities including the kitchens, meeting rooms, hot desks, and phone booths on all three floors. They may also apply for a short-term assigned workstation via competitive application form.

Later stage startups may inquire about leased office space in the Banting Institute.

ONRamp Code of Conduct

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, bring snacks to share, work and eat on different floors to meet different startups, and attend ONRamp events.

The spirit of ONRamp is one of connecting, sharing, collaborating, and learning from one another and being respectful of staff and others at all times. Any disrespectful behaviour may result in your access and membership to ONRamp being revoked.

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; 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 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 and community.

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

ONRamp Membership

Those eligible to apply for ONRamp Membership will be one of the following:

- U of T students, faculty, staff or alumni involved in a startup or working with one of our entrepreneurship programs (incubators/accelerators)
- Partner university entrepreneurship community (from McMaster, Western, or Queen's University)
- Non-U of T affiliated people who currently working with our startups or entrepreneurship programs
- General membership available for those who have graduated from our incubators or are external to U of T

ONRamp Members have access to all ONRamp facilities and amenities including:

- Access to the 1st floor of ONRamp during operating hours (9:00 a.m. to 10:00 p.m. Monday to Friday)
- 24/7 key fob access to the 2nd and 5th floors
- Access to hot desks on all three floors
- Access to the meeting room and phone booth booking system for all three floors
- Access to lockers and rolling cabinets (rental fees apply)
- Access to the Business Centre on the 5th floor

- Mail service at the reception desk
- Event discounts and free ticket offers

Annual fees for ONRamp Membership:

1. **U of T Entrepreneurship Community Member**, for those who are **currently** working with a U of T or partner university entrepreneurship program (incubator/accelerator):

- Current student/faculty/alumni (up to 5 years post graduation): \$50.00 + 6.50 HST = \$56.50
- Others working with a U of T or partner university entrepreneurship program: \$100.00 + 13.00 HST = \$113.00

2. **General membership**, including those who have graduated from, or are not currently working with an entrepreneurship program:

- U of T current student/faculty: \$50.00 + 6.50 HST = \$56.50
- U of T alumni (up to 5 years post graduation): \$100.00 + 13.00 HST = \$113.00
- Other: \$300.00 + 39.00 HST = \$339.00

ONRamp membership for 1 requires endorsement from the entrepreneurship program director and 2 from the U of T Entrepreneurship Managing Director. Memberships last until August 31st each year and requires re-application each academic year.

Membership includes a key fob and a choice of ONRamp swag. Key fobs programmed with ONRamp access can be picked up in three business days. Note that Banting Institute exterior door access is programmed after the key fob is picked up and may take up to 72 additional hours to be processed. Lost key fobs can be replaced at a cost of \$35.

Any ONRamp \$35 keyfob deposits paid before August 31, 2019, can be rolled into the new membership program for September 1, 2019 – August 31, 2020 with an adjusted fee. Alternatively, they can be refunded before February 28, 2020. Unclaimed deposits after that date will be forfeited.

Contact reception to request an ONRamp Membership application form.

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

ONRamp Members are eligible to book meeting rooms and phone booths on all floors via the RRS Lite booking site (<https://ace.utoronto.ca/rrslite>). Contact the reception desk for booking system access.

Note there is a 2 hour maximum booking time (per startup, per day) for meeting rooms in ONRamp. Bookings made for over 2 hours (or by multiple people in a startup to extend the times) will be cancelled.

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.

Available meeting rooms and phone booths:

- 1st floor: 2 boardrooms (8-10 people) and 2 meeting rooms (6 people)
- 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)

Hot Desks

Hot desks are available on a first come, first serve basis on the 1st floor for public use, and on the 2nd and 5th floors for ONRamp Members. 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 for up to 30 days and disposed thereafter. Half- and full-sized lockers are available for storing personal items when not in ONRamp (see *Storage* section below).

Assigned Short-Term Workstations

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 the maximum number of startups and to encourage continual growth.

Eligibility requirements for workstations:

- ONRamp membership for all team members
- Early stage startups led by a U of T student/researcher/faculty or recent alumni founder (up to 5 years post-graduation)
- Startup is actively working with a U of T or partner entrepreneurship program (incubator/accelerator)
- 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

Application forms are available from reception and require entrepreneurship program (incubator/accelerator) endorsement and approval from U of T Entrepreneurship.

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

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

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

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

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.

Storage

Free lockers are available for ONRamp Members in the hallway on the 5th floor. Please connect with the reception desk staff for an assigned free locker in this space.

Half-sized lockers and lockable rolling drawers on the 2nd and 5th floors of ONRamp may be rented (subject to availability) each academic year for a fee, payable at the reception desk. Half-sized lockers

are \$25/year and lockable rolling drawers are \$50/year. Lost keys for the half-lockers are replaced at the expense of the borrower at a cost of \$25. Lockers must be renewed each academic year.

Transportation and Parking

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

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 north of College St.

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 ONRamp at any time. Bike racks are located in front of the Banting Institute.

Alcohol and Smoking

As of January 1, 2019, 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. U of T offers support for faculty, staff, and students who want 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, or visit the 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 sessions in ONRamp and cancel unauthorized shoots.

RBC Innovation Hub Bookings

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.

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. People without ONRamp memberships or fobs is not permitted to work in ONRamp. If you break or ignore any of the rules listed above, your ONRamp Membership or use of ONRamp will be immediately revoked.