

INCUBATION CENTRE – USAGE POLICY & DECLARATION

This document outlines the usage guidelines for the Incubation Centre.

All users are expected to adhere to the following terms to ensure a safe, professional, and productive environment.

1. Purpose

The Incubation Centre is intended for **startup, innovation, research, and professional activities**.

Use of the facility must align with these objectives.

2. Intended Use

- Facilities shall be used **only for legitimate and professional purposes**
- Personal or unrelated activities are not permitted

3. Code of Conduct

- Maintain a **professional, respectful, and collaborative environment**
- Avoid disruptive behaviour and excessive noise
- Follow institutional norms and guidelines

4. Prohibited Activities

- Any **illegal, unethical, or unauthorized activities**
- Viewing, storing, or sharing **inappropriate or restricted content**
- Misuse of infrastructure, internet, or facilities
- Activities affecting the **safety, security, or reputation** of the institution

5. IT & Internet Usage

- Internet access is strictly for **official and business use**
- No access to illegal or inappropriate content
- No downloading of pirated or unauthorized material
- No attempts to breach network security

6. Asset Care & Responsibility

- All facilities and equipment must be used with **care and responsibility**
- Users are accountable for any **assets issued or utilized**
- Any damage or loss must be reported immediately

7. Damage & Liability

- Users shall bear the cost of **repair or replacement** for damages caused due to negligence or misuse

8. Access & Security

- Access is restricted to **authorized users only**
- Credentials must not be shared
- Visitors must comply with entry protocols
- Users must adhere to security and surveillance measures

9. Cleanliness & Maintenance

- Maintain **clean and organized workspaces**
- Use pantry and common areas responsibly
- Follow proper waste disposal practices

10. Shared Space Usage

- Meeting rooms, conference halls, and interview cabins must be **booked in advance**
- Usage must adhere to allocated time slots

11. Safety Compliance

- Follow all **safety and emergency procedures**
- Avoid hazardous or unsafe practices

12. Payment Compliance

- Users must adhere to agreed **charges and payment timelines**
- Non-compliance may lead to restricted access

13. Policy Enforcement

Violation of this policy may result in:

- Suspension or termination of access
- Financial liability for damages

Guiding Principle

This incubation centre is built on trust, responsibility, and shared growth.

DECLARATION & SIGNATURE

I/We have read, understood, and agree to abide by the above Usage Policy.

User Details

Name: _____

Startup Name: _____

Contact Number: _____

Email ID: _____

Signature: _____

Date: _____

For Incubation Centre

Name: _____

Designation: _____

Signature: _____

Date: _____

