

## **EAST ROOM ACCESS CARDS RULES AND POLICIES** **by and between**

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**and**

**East Room Entrepreneurial Initiative Corporation, an Ontario corporation**  
**(collectively, with its subsidiaries and affiliates)**

The following rules and guidelines are intended to be in compliance with all East Room Entrepreneurial Initiative Corporation's (East Room) rules and regulations and will ensure continued East Room privileges.

Members who are given RFID access cards for East Room, located at 50 Carroll Street, Toronto, ON are required to sign for the receipt of the access card that has been activated in their name, along with the acknowledgement of the terms set forth in this document.

Members must sign for the receipt of their access card and agree to the contract (stated herein) that they acknowledge that the access card received for their membership must be turned in at the cessation of membership. All cards will be deactivated by the designated date noted in said membership contract.

All cards issued be returned to reception and signed off on receipt no later than the ending date of the membership term signed with East Room Inc. Any member who does not return their card by the contract's noted deadline will not be reimbursed the \$50.00 security deposit fee.

Do not permit others to gain access through the doors when using your card access.

Do not loan or give your card to anyone. Only the assigned cardholder has East Room access privileges and the cards are activated on an individual account basis, associated to members' names. Anyone found giving their card to another individual will lose access privileges.

### **Building Access Information:**

- Upon receipt of the contract and access card for which you have signed, this card gives you 24/7 and holiday access to East Room.
- Your guests are required to sign into the log book at the reception desk, indicating the time and your name.
- Do not leave guests unattended under any circumstances.
- In case of an emergency, East Room personnel must be able to notify fire and police units responding to the emergency call of how many people are in the building.
- When exiting the building make sure the doors close and lock before you walk away from the building.

### **When entering East Room:**

- Tap the access card to the access card panel at the main entrance doors. Upon entering through the glass door, please have guests sign in.
- Do not enter through the North East stairwell.
- Do not enter through the South West loading dock.
- Do not try to access any other floors except your designated floor(s).
- Do not go behind the reception desk. Access to mail and deliveries is available only when East Room personnel are available to assist you.

**Lost Cards:**

If you lose your card or have trouble using it, please email [info@eastroom.ca](mailto:info@eastroom.ca) immediately or call 416 628 5333.

Access to East Room comes with responsibilities which are necessary for the safety of the individual and the building.

**I, (the member), agree to the following:**

- To not bring in pets, bicycles, skateboards and roller blades as they are not permitted for use in East Room.
- To be respectful of the working environment at East Room and adjust voice and additional noise levels accordingly.
- To not block, prop open or obstruct in any way the front door, elevator door, stairwell door or any other entrances to the building as this is a breach in security.
- To not permit others to gain access with your card.
- To not loan or give your card to anyone.
- When accessing the doors to wait for them to close and lock completely upon entering and or exiting the building.
- To stay out of any unauthorized areas and areas which could be of any safety concern.
- To not sleep overnight at East Room.
- To evacuate the building when required (fire alarm, power outage, per a security request, etc.)
- To follow all East Room rules and policies
- To call 911 and alert East Room personnel immediately if there is a problem or emergency.

Most importantly: Do not jeopardize your personal safety.

If you see an intruder attempting to forcibly enter the building or you notice any suspicious behaviour, report it immediately. Do not approach any suspicious characters on your own.

**Fire Alarms:**

- When fire alarms sound and emergency lights are flashing, please evacuate the building immediately in an orderly fashion.
- Do not waste valuable time collecting belongings.
- Please walk immediately to the exit stairwells.
- Do not use the elevators.
- Upon exiting the building, gather across the street from the building as a safety measure.
- Do not re-enter the building until the fire department has given you permission to do so.
- Do not try to silence the alarm yourself. The alarm company will automatically respond.
- Fire equipment may not be removed or tampered with. It is against the law to block fire exits and/or to obstruct passage to the outside (i.e. working in the stairwells and storing large equipment).

In case of a plumbing failure (i.e. flooding), broken windows or other emergencies, contact reception immediately at 416 628 5333.

**Please note:** You must have your building access card on you at all times. If a security guard is doing their security checks, you must provide your access card as requested. If you cannot produce your card, you will be asked to leave the building should the check be unable to verify your identity (this is outside of office hours).

There is absolutely no smoking permitted inside the building. Smoking or using illegal substances in East Room will constitute immediate grounds for membership termination.

It is strictly forbidden to set up any power tools and/or electrical appliances, other than those already provided by East Room (refrigerators, microwaves, etc.)

Do not move furniture, hang items from the ceiling, lighting fixtures, sprinkler pipes, paint walls, put tape on painted surfaces or remove or damage equipment.  
Do not change any existing facilities arrangements without the permission of East Room personnel.

All trash must be placed in the appropriate receptacles. All personal belongings and projects must be confined to the area of your work space; East Room is not responsible for lost or stolen items. Please be responsible of your personal belongings. Please keep all aisles free and clear. This is necessary for your safety.

East Room is not responsible for personal equipment losses because of theft, power surges, etc. If items are stolen please report this immediately to the reception desk or [info@eastroom.ca](mailto:info@eastroom.ca).

Departing members are expected to leave the workspace in clean and orderly condition.

All members who have picked up access cards have agreed that they have reviewed and understand the security procedures outlined in this agreement and agree that they will adhere to the rules and regulations set forth.

By signing, you are also aware that if you do not adhere to these rules and regulations, your access privileges to East Room may be revoked at the discretion of East Room.

Please confirm your acceptance of the foregoing terms and conditions of your engagement with East Room by signing the below.

Yours truly,

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Per. Terrance Popowich  
Chief Executive Officer, East Room

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Print Name

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Date

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Signature