Rev1 Labs Room Use Guidelines

1. **The following are considered authorized users of Rev1 Labs Conference Rooms:**

    - Rev1 Ventures Employees
    - Current Tenants of Rev1 Labs who are in good standing
    - Non-tenant Rev1 Ventures startup Clients (that have signed Client Engagement Letters in effect)
        o   Non-tenant clients should coordinate room usage through their Rev1 Advisor.

2. **Authorized users can reserve the following rooms for meetings:**
    - Curie
    - Carver
    - Wright
    - Lovelace
    - Franklin
    - Newton
    - Turing

3. **Roomzilla:**
    - Rev1 Labs uses Roomzilla to manage meeting room reservations.
    - Authorized users can reserve rooms by accessing **sbl.roomzilla.net**.
    - Reservations for the Main Conference Room can be made through our Main Event Form, please contact Leah at leah@rev1ventures with any questions.
        o   You can check for availability of the Main Room at: **sbl-main.roomzilla.net**

4. **Meeting Room Usage & Etiquette:**
    - Please check in for your reservation on the iPad located outside the door.
    - Meeting rooms are to be used for meetings and not as company workspace or as a substitute to renting an office at Rev1 Labs.
    - Reservations over 4 hours without a defined meeting purpose should be approved by a Rev1 Ventures staff member or administrator.
    - Rev1 Ventures monitors Roomzilla reports on a regular basis to identify excessive or non-conforming use of meeting rooms. Excessive users will be asked to either reduce their usage or pay for room usage services.
    - Please choose the smallest room that will accommodate the size of your group.
    - Please end your meetings at the scheduled time.
    - Please erase any and all whiteboard markings when you are finished using the room.
    - Please dispose of any cups, bottles, paper, etc. on your way out.
    - Please cancel a reservation if you are not able to keep it or if your meeting ends early.

Rev1 Ventures reserves the right to remove any user's booking privileges and/or to cancel reservations that do not conform to these guidelines. Please contact John Hrivnak or Ron Landthorn with any questions.