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| **Spark: a centre for social research innovation** | 1280 Main Street West  L. R. Wilson Hall, Floor 5  Hamilton, Ontario, Canada  L8S 4L9 | Email: talk.to.spark@mcmaster.ca |
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**User Agreement**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**User McMaster email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Student ID# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or Employee # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Cell phone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Do you have a Working@McMaster Card #\_\_\_\_\_\_\_\_\_**

**Do you have a Graduate Access Card# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Access Information (Check Which Room):**

Conversation Pit \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Private Office Space: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Interview Room: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Meeting Room: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Full Co-Lab: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Spark: a centre for social research innovation Space details:**

The Spark Co-Working Space is available to all research teams, faculty members and graduate students through booking online (Spark Website). The CoLab supports interdisciplinary collaboration with a space designated for research teams. It includes reservable meeting rooms, computer labs with software and private workstations. This space is intended as a collaborative, open workspace and all users must be respectful of others and the environment.

**What are the guidelines for using this space?**

* Reservation of space must be formally secured using the online booking system
* Each User must sign the User Agreement and understand terms of use
* Space can ONLY be checked out during business hours (Mon-Fri 8:30-4pm)
* Space can be used outside of above business hours with formal booking/access
* All keys, and access passes MUST be returned after each use to Spark Admin
* Conversation Pit space is availability on first serve basis during business hours
* Users will have access to space amenities (coffee/tea station, mini fridge, seating, etc.)
* All users must respect the space and others working in the space (cleanliness/volumes)
* Any misuse of space can result in revoked access

Signature and Agreement: *to be filled out by User*

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ agree to adhere to all above guidelines and will respect both the space and other users of the space. I understand that any misuse or disregard for posted guidelines can result in revoked access to Spark CoLab Spaces.

Name:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(Please Print)*

Date:   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_