

MEETING NOTICE

**Whitewater University Technology Park Board Meeting
8:00am on Thursday 24 April 2014
Whitewater University Technology Park Innovation Center
1221 Innovation Drive, Whitewater, WI 53190**

AGENDA

1. Call to Order [Telfer]
 2. Approval of Minutes of 27 February 2014 Meeting [Telfer] ATTACHED
 3. Review/Acceptance of February 2014 and March 2014 Financial Reports [Clapper] ATTACHED
 4. Board Members to Sign Approved Non-disclosure Agreement and Code of Conduct [Ehlen]
 5. Innovation Center Facility Updates / Issues [Clapper and Ehlen]
 - A. Thermodata
 - B. Annual Smoke Detector Testing
 - C. HVAC Repairs
 - D. USASBE Event ATTACHED
 6. Whitewater Incubation Program (WhIP) Updates [Ehlen]
 7. Strategic Priorities and Development and Plan Updates [Ehlen]
 - A. Marketing Plan/Strategy Update - Technology Park, Business Park, and Innovation Center [Ehlen, Gayhart, Cannon, and Van Den Bosch]
 - B. Policy and Procedure Updates - Revised Innovation Center Conference Room Reservation Form, Rules, and Rates [Ehlen] ATTACHED
 8. Future Presentation to Council [Clapper and Telfer]
 9. Future Agenda Items [All]
 10. Adjourn to Closed Session per Wisconsin Statute 19.85(1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. Items to be discussed:
 - A. Update on Prospective Clients/Tenants [Ehlen, Gayhart, and Cannon]
 - B. Accelerator Update [Gayhart, Cannon, and Ehlen]
- Return to Open Session
11. Future Meeting Dates: The final spring 2014 meeting will occur from 8:00am to 10:00am on Thursday 29 May. [Telfer]
 12. Adjournment [Telfer]

MEETING MINUTES

Whitewater University Technology Park Board Meeting
8:00 am on Thursday 27 February 2014
Whitewater University Technology Park Innovation Center
1221 Innovation Drive, Whitewater, WI 53190

PRESENT: Kevin Brunner, John Chenoweth, Cameron Clapper, Denise Ehlen, Ronald "Bud" Gayhart, Jeff Knight, Jessica Menke (via Web-ex), Richard Moyse, Nate Parrish, Crystal Singer, Richard Telfer

GUESTS: Roger Gerndt, Beverly Kopper

1. **Call to Order:** Richard Telfer called the meeting to order at 8:03 am.
2. **Approval of Minutes of 19 December 2013 and 30 January 2014 Meetings:** Ronald "Bud" Gayhart/ Crystal Singer moved to accept the December 2013 and January 2013 minutes. Telfer called for a vote. The motion was passed by a unanimous vote.
3. **Review/Acceptance of December 2013 and January 2014 Financial Reports:** John Chenoweth/Kevin Brunner moved to accept the December 2013 and January 2014 Financial Reports. Telfer called for a vote. The motion was passed by a unanimous vote.
4. **Review Revised Innovation Center Conference Room Reservation Form, Rules, and Rates:** A rough draft was presented for feedback. The form will be updated to include any educational discount, not just UW-Whitewater, hourly rates, clarification that rates are based on standard business hours, and specification that a prepaid discount is for a series of 6 or more events. Telfer requested that the form include City and CDA use to be free of charge. The Board discussed potential increases/decreases in rates and decided to keep rates constant. The Board discussed conflicts with overuse of the Atrium. CESA #2 has space upstairs to use at times to lesson conflicts. Additions/corrections will be submitted for review at the March 2014 Board meeting.
5. **Review/Discuss Proposed Revisions to Non-disclosure Agreement and Code of Conduct:** Denise Ehlen reviewed new updates and changes in the Non-disclosure Agreement and the Code of Conduct. Allows CDA to retain copies of documents. WUTP Board signatures will be gathered at March 2014 Board meeting for the new NDA and the new Code of Conduct. Singer/Cameron Clapper moved to adopt new NDA. Telfer called for a vote. The motion was passed by a unanimous vote. Kevin Brunner/Gayhart moved to accept new Code of Conduct. Telfer called for a vote. The motion was passed by a unanimous vote.
6. **Innovation Center Facility Updates / Issues:** Ehlen discussed Innovation Center updates and issues. HVAC issues were reviewed. There is a leak in the AC system, with an estimated repair of \$600 required. Ehlen asked NAMI for cost estimate to replace failing compressor as it is no longer under warranty. Brad at NAMI will submit replacement cost. Parking lot/external lighting issues continue, negotiating down from \$600/unit, without labor. Four units need replacement. Lighting is not a safety issue yet but needs to be addressed before becoming one. The manufacturer went out of business, so the contractor is helping to address issues. Gayhart requested information on lighting for follow-up. Ehlen expressed her thanks to city for keeping facility clear throughout cold winter. iButtonLink added an air compressor for its space.
7. **Whitewater Incubation Program (WHIP) Updates:** Nine students are participating in the Launch Pad. Scholar Austin Kadulski is on to the 2nd round of the WI Governor's Business Plan Competition, along with iHub iFellow Henry Schwartz. Twenty-one students signed up for iWHIP (formerly PreFlight). There are ten different teams in the spring cohort of iHub iFellow group. The Royal Purple story on the Whitewater Incubation Program generated much interest.
8. **Future Agenda Items**
Members should forward additional items to Ehlen or to Telfer (via Liz Woolever).

9. **“Adjourn to Closed Session per Wisconsin Statute 19.85(1)(e)** Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.” Chenoweth/Gayhart moved to enter closed session. Telfer called for a roll call vote.

Kevin Brunner: Aye, John Chenoweth: Aye, Cameron Clapper: Aye, Denise Ehlen: Aye, Ronald “Bud” Gayhart: Aye, Jeff Knight: Aye, Jessica Meinke: Aye, Richard Moyses: Aye, Nate Parrish: Aye, Crystal Singer: Aye, and Richard Telfer: Aye.

- A. Update on Prospective Clients/Tenants:
Ehlen updated on prospective tenants.

Richard Moyses/Knight moved to reconvene in open session. Telfer called for a roll call vote.

Kevin Brunner: Aye, John Chenoweth: Aye, Cameron Clapper: Aye, Denise Ehlen: Aye, Ronald “Bud” Gayhart: Aye, Jeff Knight: Aye, Jessica Meinke: Aye, Richard Moyses: Aye, Nate Parrish: Aye, Crystal Singer: Aye, and Richard Telfer: Aye.

10. **Future WUTP Board Meeting Dates:** Spring 2014 WUTP Board Meetings will occur from 8:00 am to 10:00 am on the fourth Thursday of each month—March 27, April 24, and May 22. Spring break is the week of the March 27 meeting; Telfer will look to move meeting to March 20. Liz Woolever will send a survey to facilitate scheduling of the March meeting. Telfer suggested moving May 22 meeting to Tuesday May 20 to eliminate conflict. Ehlen shared an updated membership list.

11. **Adjournment:** The meeting was adjourned by consensus at 8:46 am.

Respectfully submitted,
Denise Ehlen for Cameron Clapper
Secretary of the Whitewater University Technology Park Board

**CITY OF WHITEWATER
BALANCE SHEET
FEBRUARY 28, 2014**

INNOVATION CTR-OPERATIONS

		BEGINNING BALANCE	ACTUAL THIS MONTH	ACTUAL THIS YEAR	ENDING BALANCE
<u>ASSETS</u>					
920-11100	CASH	86,623.07	3,340.82 (34,468.57)	52,154.50
920-11300	INVESTMENTS	7,130.00	.00	.00	7,130.00
TOTAL ASSETS		93,753.07	3,340.82 (34,468.57)	59,284.50
<u>LIABILITIES AND EQUITY</u>					
<u>LIABILITIES</u>					
920-21100	VOUCHERS PAYABLE	3,774.29 (1,343.85)	(3,774.29)	.00
920-25401	DUE TO TID #4	64,000.00	4,000.00 (32,000.00)	32,000.00
TOTAL LIABILITIES		67,774.29	2,656.15 (35,774.29)	32,000.00
<u>FUND EQUITY</u>					
920-34300	FUND BALANCE	25,978.78	.00	.00	25,978.78
UNAPPROPRIATED FUND BALANCE:					
REVENUE OVER EXPENDITURES - YTD		.00	684.67	1,305.72	1,305.72
BALANCE - CURRENT DATE		.00	684.67	1,305.72	1,305.72
TOTAL FUND EQUITY		25,978.78	684.67	1,305.72	27,284.50
TOTAL LIABILITIES AND EQUITY		93,753.07	3,340.82 (34,468.57)	59,284.50

CITY OF WHITEWATER
REVENUES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2014

INNOVATION CTR-OPERATIONS

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET	
<u>MISCELLANEOUS REVENUE</u>						
920-48610-56	MEDIA-SHARING-SUITES	.00	.00	1,000.00	1,000.00	.0
920-48620-56	FACILITY RENTAL REVENUE	.00	587.50	1,000.00	412.50	58.8
920-48631-56	RENT-CESA #2	6,750.00	13,250.00	80,500.00	67,250.00	16.5
920-48632-56	RENT-JEDI	855.00	855.00	10,510.00	9,655.00	8.1
920-48633-56	RENT-BLACKTHORNE CAPITAL LLC	4,312.00	8,624.00	52,344.00	43,720.00	16.5
920-48636-56	RENT-I-BUTTON	.00	.00	20,312.00	20,312.00	.0
	TOTAL MISCELLANEOUS REVENUE	11,917.00	23,316.50	165,666.00	142,349.50	14.1
<u>OTHER FINANCING SOURCES</u>						
920-49200-56	IN-KIND-REV-CITY-INSURANCE	.00	.00	5,100.00	5,100.00	.0
920-49202-56	IN-KIND-CITY-FINANCE/ADMIN	667.00	1,334.00	8,004.00	6,670.00	16.7
920-49205-56	IN-KIND-CITY-GROUNDS-DPW	667.00	1,334.00	8,004.00	6,670.00	16.7
920-49215-56	IN-KIND-CITY-BUILDING MAINT.	667.00	1,334.00	34,004.00	32,670.00	3.9
920-49300-56	FUND BALANCE APPLIED	.00	.00	42,984.00	42,984.00	.0
920-49410-56	I-K-REV-UNIV-MANAGER SUPPORT	36,502.60	122,014.91	540,574.00	418,559.09	22.6
	TOTAL OTHER FINANCING SOURCES	38,503.60	126,016.91	638,670.00	512,653.09	19.7
	TOTAL FUND REVENUE	50,420.60	149,333.41	804,336.00	655,002.59	18.6

CITY OF WHITEWATER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2014

INNOVATION CTR-OPERATIONS

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>INNOVATION CENTER</u>					
920-56500-215-000	400.00	400.00	2,200.00	1,800.00	18.2
920-56500-221-000	370.03	370.03	4,100.00	3,729.97	9.0
920-56500-222-000	.00	6,778.45	54,000.00	47,221.55	12.6
920-56500-225-000	265.63	265.63	3,000.00	2,734.37	8.9
920-56500-226-000	115.99	115.99	1,350.00	1,234.01	8.6
920-56500-243-000	.00	.00	4,200.00	4,200.00	.0
920-56500-245-000	6,080.68	6,080.68	4,000.00	(2,080.68)	152.0
920-56500-246-000	.00	.00	9,000.00	9,000.00	.0
920-56500-250-000	.00	.00	7,500.00	7,500.00	.0
920-56500-294-000	.00	.00	7,000.00	7,000.00	.0
920-56500-323-000	.00	.00	14,000.00	14,000.00	.0
920-56500-341-000	.00	.00	500.00	500.00	.0
920-56500-500-000	.00	.00	10,400.00	10,400.00	.0
920-56500-502-000	667.00	1,334.00	8,004.00	6,670.00	16.7
920-56500-505-000	667.00	1,334.00	8,004.00	6,670.00	16.7
920-56500-515-000	667.00	1,334.00	8,004.00	6,670.00	16.7
920-56500-520-000	36,502.60	122,014.91	540,574.00	418,559.09	22.6
920-56500-530-000	.00	.00	26,000.00	26,000.00	.0
920-56500-650-000	4,000.00	8,000.00	92,500.00	84,500.00	8.7
TOTAL INNOVATION CENTER	49,735.93	148,027.69	804,336.00	656,308.31	18.4
TOTAL FUND EXPENDITURES	49,735.93	148,027.69	804,336.00	656,308.31	18.4
NET REVENUE OVER EXPENDITURES	684.67	1,305.72	.00	(1,305.72)	.0

**CITY OF WHITEWATER
BALANCE SHEET
MARCH 31, 2014**

INNOVATION CTR-OPERATIONS

		BEGINNING BALANCE	ACTUAL THIS MONTH	ACTUAL THIS YEAR	ENDING BALANCE
<u>ASSETS</u>					
920-11100	CASH	86,623.07	(1,891.58)	(36,360.15)	50,262.92
920-11300	INVESTMENTS	7,130.00	.00	.00	7,130.00
TOTAL ASSETS		93,753.07	(1,891.58)	(36,360.15)	57,392.92
<u>LIABILITIES AND EQUITY</u>					
<u>LIABILITIES</u>					
920-21100	VOUCHERS PAYABLE	3,774.29	.00	(3,774.29)	.00
920-25401	DUE TO TID #4	64,000.00	4,000.00	(28,000.00)	36,000.00
TOTAL LIABILITIES		67,774.29	4,000.00	(31,774.29)	36,000.00
<u>FUND EQUITY</u>					
920-34300	FUND BALANCE	25,978.78	.00	.00	25,978.78
UNAPPROPRIATED FUND BALANCE:					
REVENUE OVER EXPENDITURES - YTD		.00	(5,891.58)	(4,585.86)	(4,585.86)
BALANCE - CURRENT DATE		.00	(5,891.58)	(4,585.86)	(4,585.86)
TOTAL FUND EQUITY		25,978.78	(5,891.58)	(4,585.86)	21,392.92
TOTAL LIABILITIES AND EQUITY		93,753.07	(1,891.58)	(36,360.15)	57,392.92

CITY OF WHITEWATER
REVENUES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2014

INNOVATION CTR-OPERATIONS

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET	
<u>MISCELLANEOUS REVENUE</u>						
920-48610-56	MEDIA-SHARING-SUITES	.00	.00	1,000.00	1,000.00	.0
920-48620-56	FACILITY RENTAL REVENUE	.00	587.50	1,000.00	412.50	58.8
920-48631-56	RENT-CESA #2	6,750.00	20,000.00	80,500.00	60,500.00	24.8
920-48632-56	RENT-JEDI	1,762.00	2,617.00	10,510.00	7,893.00	24.9
920-48633-56	RENT-BLACKTHORNE CAPITAL LLC	4,312.00	12,936.00	52,344.00	39,408.00	24.7
920-48636-56	RENT-I-BUTTON	.00	.00	20,312.00	20,312.00	.0
	TOTAL MISCELLANEOUS REVENUE	12,824.00	36,140.50	165,666.00	129,525.50	21.8
<u>OTHER FINANCING SOURCES</u>						
920-49200-56	IN-KIND-REV-CITY-INSURANCE	.00	.00	5,100.00	5,100.00	.0
920-49202-56	IN-KIND-CITY-FINANCE/ADMIN	667.00	2,001.00	8,004.00	6,003.00	25.0
920-49205-56	IN-KIND-CITY-GROUNDS-DPW	667.00	2,001.00	8,004.00	6,003.00	25.0
920-49215-56	IN-KIND-CITY-BUILDING MAINT.	667.00	2,001.00	34,004.00	32,003.00	5.9
920-49300-56	FUND BALANCE APPLIED	.00	.00	42,984.00	42,984.00	.0
920-49410-56	I-K-REV-UNIV-MANAGER SUPPORT	47,678.74	169,693.65	540,574.00	370,880.35	31.4
	TOTAL OTHER FINANCING SOURCES	49,679.74	175,696.65	638,670.00	462,973.35	27.5
	TOTAL FUND REVENUE	62,503.74	211,837.15	804,336.00	592,498.85	26.3

CITY OF WHITEWATER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2014

INNOVATION CTR-OPERATIONS

	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET AMOUNT</u>	<u>VARIANCE</u>	<u>% OF BUDGET</u>
<u>INNOVATION CENTER</u>					
920-56500-215-000	.00	400.00	2,200.00	1,800.00	18.2
920-56500-221-000	394.28	764.31	4,100.00	3,335.69	18.6
920-56500-222-000	6,202.57	12,981.02	54,000.00	41,018.98	24.0
920-56500-225-000	264.09	529.72	3,000.00	2,470.28	17.7
920-56500-226-000	122.98	238.97	1,350.00	1,111.03	17.7
920-56500-243-000	.00	.00	4,200.00	4,200.00	.0
920-56500-245-000	1,374.00	7,454.68	4,000.00	(3,454.68)	186.4
920-56500-246-000	750.00	750.00	9,000.00	8,250.00	8.3
920-56500-250-000	1,197.66	1,197.66	7,500.00	6,302.34	16.0
920-56500-294-000	1,910.00	1,910.00	7,000.00	5,090.00	27.3
920-56500-323-000	2,500.00	2,500.00	14,000.00	11,500.00	17.9
920-56500-341-000	.00	.00	500.00	500.00	.0
920-56500-500-000	.00	.00	10,400.00	10,400.00	.0
920-56500-502-000	667.00	2,001.00	8,004.00	6,003.00	25.0
920-56500-505-000	667.00	2,001.00	8,004.00	6,003.00	25.0
920-56500-515-000	667.00	2,001.00	8,004.00	6,003.00	25.0
920-56500-520-000	47,678.74	169,693.65	540,574.00	370,880.35	31.4
920-56500-530-000	.00	.00	26,000.00	26,000.00	.0
920-56500-650-000	4,000.00	12,000.00	92,500.00	80,500.00	13.0
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TOTAL INNOVATION CENTER	68,395.32	216,423.01	804,336.00	587,912.99	26.9
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TOTAL FUND EXPENDITURES	68,395.32	216,423.01	804,336.00	587,912.99	26.9
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NET REVENUE OVER EXPENDITURES	(5,891.58)	(4,585.86)	.00	4,585.86	.0
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This is a free event!

Public Forum for Entrepreneurship Excellence

UW-Whitewater, Hyland Hall

May 5, 2014

Register online at http://usasbe.site-ym.com/events/event_details.asp?id=399351

Purpose of Event:

- Celebrate UW-Whitewater and USASBE new partnership
- Experience presentations from Billionaire Best-Selling, Business Book of the Year Author, **Steve Kaplan**
- Gain valuable knowledge on "Growing Leaders Who Make a Difference" from a panel of specialists
- Hear from Whitewater area CEO, **Scott Gittrich**
- Meet innovative business professionals, community leaders and UW-Whitewater faculty and students

Agenda:

10:00 AM - Program begins with speech from UW-Whitewater leadership and award is presented to **Governor Walker** - Governor Walker reads proclamation, May 5th is hereby proclaimed as Small Business and Entrepreneurship Day in the State of Wisconsin

10:30 AM - Billionaire, Best Selling, Business Book of the Year Author **Steve Kaplan** Presents!!!

11:15 AM - Panel to include UW Whitewater alum **Henry Schwartz**, **Matthew Bartel**, and **Joe Scanlin**, Best Practice on Creating Success Stories

12:05 PM - CEO of the Nationally Recognize Toppers Pizza Chain, **Scott Gittrich** will speak on, Setting Your Company Apart Through Marketing and Operations

1:00 PM - Adjournment

Brought to you exclusively by our generous sponsors.



TIMOTHY J. HYLAND HALL



For more information, please contact Patrick Snyder
262-472-1449 or
psnyder@usasbe.org



ROOM RESERVATION REQUEST

CONTACT INFORMATION

Requestor Name: _____
 Organization Name: _____
 Phone/Ext.: _____
 Email: _____
 Catering: Y N
 Caterer Name: _____
 Event Host (if different from requesting organization): _____

RESERVATION DETAILS

Event Title: _____
 Event Date: _____
 Setup Time*: _____ Event Start Time: _____
 Clean up Time*: _____ Event End Time: _____
 Number of Participants: _____
 Recurring Event: Y N
 Recurrence Schedule: _____
 Date of final event: _____

** Room reservations are generally accepted for regular business hours (8:00am – 5:00pm). Exceptions may be made on an individual basis, but additional charges may be incurred. Setup and cleanup must be completed within the reserved times.*

ROOM SELECTION

- Atrium / Kitchen
- Conference Room 105A
- Conference Room 105B
- Conference Room 110
- Conference Room 127
- Conference Room 202
- Other: _____

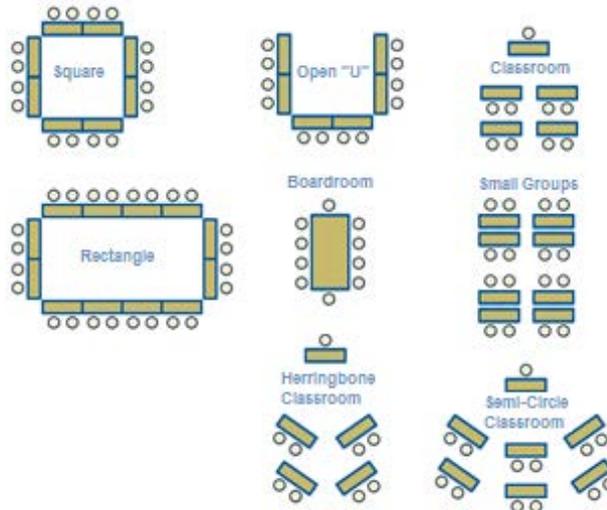
REQUIRED RESOURCES

- Conference Phone
- BluRay Player*
- Document Camera*
- Easels (*notepads not available*)
 - Large: _____ (3 max)
 - Table Top: _____ (3 max)
- Mac VGA Connection
- Projector*
- SmartBoard
- Whiteboard and Markers
- Wireless Internet

** Resource is available in room 105A and 105B only.*

ROOM 105A/B CONFIGURATION [REQUIRED IF RESERVING ROOM 105]

- Square
- Open "U"
- Classroom
- Rectangle
- Boardroom
- Small Groups
- Herringbone Classroom
- Semi-Circle Classroom
- Other (Describe): _____



Note: Selected configuration will impact room capacity.



ADDITIONAL COMMENTS

CONFERENCE ROOM FEES AND EQUIPMENT

Room	Capacity	Equipment	Standard Pricing*	Special Pricing*
Atrium / Kitchen	63	Refrigerator, vending, sink, coffee maker, cookie oven, microwave, TV	Included with 105A/B	
105 A & B	120	Full audio, projector, document camera, SmartBoard, BluRay player, microphone, podium.	\$350/day or \$43.75/hour	<ul style="list-style-type: none"> Any educational institution: \$250/day or \$31.25/hour Company committing to six or more events/dates and paying in full prior to first scheduled event: \$200/day or \$25.00/hour
105 A or B	60	Full audio, projector, document camera, SmartBoard, BluRay player, microphone, podium.	\$175/day or \$21.88/hour	
110	4	Whiteboard	\$175/day or \$21.88/hour	
127	3	Whiteboard	\$175/day or \$21.88/hour	
202	10	Whiteboard, conference phone	\$175/day or \$21.88/hour	

*Daily rate based on standard business hours (8:00am – 5:00pm). Additional charges may be incurred for room reservations before and after normal business hours, including weekends.

REQUEST SUBMISSION

Email this completed form to Denise Ehlen (ehlend@uww.edu).

For IC office use only:	(recorded in comments section of booking entry)
Booked by*:	_____
Date of booking (mm/dd/yyyy)*:	_____
Billed? (check one):*	<input type="checkbox"/> Yes <input type="checkbox"/> No
If No, reason:	_____
If Company not IC tenant:	
Point of Contact*:	_____
Company/Department/Organization*:	_____
Calculated Rate:	_____
Discounts (with details):	_____
Actual Rate*:	_____
Person assigned to setup:	_____
Scheduled date/time for setup:	_____
Person assigned to event support and cleanup:	_____

CONFERENCE ROOM RULES AND REGULATIONS

These Conference Room Rules and Regulations ("Conference Rules") shall apply to all tenants, affiliates, sponsors, and visitors of the Whitewater-University Technology Park Innovation Center ("WUTP IC") for the use of WUTP IC's conference room facilities located at 1221 Innovation Drive, Whitewater, WI 53190 (the "WUTP IC Facility").

For purposes of these Conference Room Rules, the term (i) "Sponsor" includes all representatives, employees, agents and visitors of a sponsor listed as such at the WUTP IC, who has participated in the support of the facility through financial and in-kind donations; and (ii) "Tenant" means a tenant that is leasing space (the "Tenant Space") within the WUTP IC Facility pursuant to a Lease Agreement between the Client and WUTP IC; (iii) "Affiliate" means a company that is a current participant in WUTP IC's "Affiliate Member" program; (iv) "Visitor" means those persons with no affiliation with the WUTP IC, but wishes to rent a conference room.

1. Subject to availability, Tenants, Affiliates, and Sponsors will have access to conference rooms and other common areas within the WUTP IC Facility on a 24-hour basis. **Unless there is no other availability, the main conference room (105A&B) will not be booked for groups with less than 12 attendees.**
2. Conference Room reservations are made on the following basis: WUTP Board, City officials, and Tenants have first rights to reserve a conference room; Sponsors and Affiliate Members have second rights of availability after the prior parties' needs have been addressed. Room rental fees do not apply to the City of Whitewater and Whitewater Community Development Authority.
3. WUTP IC management reserves the right to change the location, use and time of use of any conference room at any time. WUTP IC management may cancel any meeting with a minimum of 24 hours' notice. All conference rooms except 105 may be used on a first-come/first-serve basis. However, the room must be vacated to those holding a reservation at the time of the reservation. **Anyone using conference rooms MUST vacate the room at the time the reservation has expired as other parties may be waiting to use the room.**
4. The WUTP IC maintains an inventory of audio-visual equipment in conference rooms 105 A&B. All parties wishing to utilize any audio-visual equipment should make the request for such equipment at the time the conference room is reserved. Each individual party will be responsible for replacement of such equipment should the equipment become lost, damaged or stolen. **NO EQUIPMENT SHALL LEAVE THE ROOM AT ANY TIME.**
5. Single line telephones are available in to Innovation Center tenants in conference rooms 110 and 202. These VoIP telephones are intended for local calls only. Long distance charges billed to the line will be billed to the tenant indicated on the conference room reservation system at the time of the call.
6. Conference room phones are available in conference rooms 105 A/B. These phones must be checked out to tenants prior to use. All long distance charges will be billed to the tenant reserving the conference room.
7. Wi-Fi Internet access is available in WUTP IC conference rooms. Access information is available upon request.
8. Meal and/or beverage service for meetings are available for a fee through local catering services. Users of the conference rooms may also have food delivered from local establishments.
9. Tenants, Affiliates and Sponsors are responsible for using conference rooms appropriately and in accordance with WUTP IC policies and procedures. Tenants, Affiliates, and Sponsors must set up all conference rooms on their own for their own use. Following use of conference rooms or other space within the WUTP IC Facility, Tenants, Affiliates, and Sponsors shall ensure that the space is in the same



clean and set-up condition as prior to their use. Failure to do so shall result in a charge levied against the party who fails to clean the area used.

10. For conference room rates, fees, and clean-up charges, please refer to the CONFERENCE ROOM RENTAL FEES table above.
11. WUTP IC may waive any one or more of these Conference Room Rules for the benefit of any particular Tenant, Affiliate or Sponsor, but any such waiver by WUTP IC shall neither be construed as a waiver of any Conference Room Rules in favor of any other Affiliate, Client or other person nor prevent WUTP IC from enforcing any Conference Room Rules against any Affiliate, Client or other person. These Conference Room Rules are in addition to, and do not in any way modify or amend, in whole or in part, the terms, covenants, agreements and conditions of any Master Relationship Agreement or Lease Agreement.

If a Tenant, Affiliate, or Sponsor needs technology assistance when using a conference room, they must make that arrangement 24 hours in advance with the Innovation Manager.