



Alabama Robotics Technology Park

6629 U.S. Hwy 31
Tanner, Alabama
(256) 642-2600

Phase III FACILITY USE APPLICATION

INSTRUCTIONS:

Please return the completed form to AIDT Director for approval. Failure to include all necessary information may delay approval of your request.

Occupants must comply with the RTP Facility Use Policy. Failure to conform to these requirements will result in denial or withdrawal of future approval to use the facilities.

If you have questions, please contact the RTP Staff at (256) 642-2600 or by email at rsmith@aidt.edu or lstockton@aidt.edu.

ALL FIELDS MUST BE COMPLETED		
Date:	Company Representative's Name:	
Phone Number:	Cell Phone Number:	Fax Number:
Company/Organization:		
Company/Organization Web Address:		
Address:	City:	State:
Email Address: _____	Alabama Business Residence: <input type="checkbox"/> Yes <input type="checkbox"/> No (Please explained)	
Alternate Point of Contact:	_____	
Name: _____	_____	
Email: _____	_____	
Phone: _____	_____	
Project Identification/Title: _____	Approved Funding Source: <input type="checkbox"/> Yes <input type="checkbox"/> No	
_____	If No, DO NOT PROCEED	
_____	If Yes, List Source and Attach Proof: _____	
Project (Select One or More)	Company have an Educational Partnership: <input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> New Process Integration/Validation	If Yes, Identify the Educational Institution and Location	
<input type="checkbox"/> Product Run-Out /Validation (Not Production)	_____	
<input type="checkbox"/> Paint/Dispense	_____	
<input type="checkbox"/> Other Project (Describe) _____	_____	
_____	Your Organization Incorporate the Use of:	
_____	<input type="checkbox"/> Interns Quantity: _____	
_____	<input type="checkbox"/> Co-ops Quantity: _____	
_____	<input type="checkbox"/> Faculty Quantity: _____	
_____	<input type="checkbox"/> Other* Quantity: _____	
_____	*Identify _____	
_____	_____	

GUIDELINES AND RESTRICTIONS REGARDING USE OF ALABAMA ROBOTICS TECHNOLOGY PARK (RTP) FACILITIES

Obligations of External Users

Application Form and Agreement

All external users will be required to fully complete and submit a “Phase III - Facility Use Application” either hard copy or electronically to AIDT’s Assistant Director, North Alabama. Once permission for use is granted, all external users will be required to enter into a written agreement with the RTP specifying the terms, conditions, and limitations of such use.

1. *Limitation of Use* (Use of the word “Company” below refers to the responsible party/entity/organization entering into agreement)
2. Company must comply with the below requirements as well as others written within this policy.
3. **Use of the Integration/Entrepreneurial tenant office/workroom and high bay floor space is at NO COST.**
4. **All costs related to the project to include and not limited to electrical, plumbing and air connections, setup of equipment, transportation, and miscellaneous items will be the responsibility of the Company/project.**
5. Company must provide all equipment, software and supplies for the Company.
6. Company must submit project equipment specifications for RTP review to ensure RTP has available resources within the facility.
7. Company will normally be approved for a period up to six months. Company must complete an exit evaluation conducted by the RTP Staff.
8. Company must agree to hold the State harmless due to any accident or other matters directly related to the approved Company.
9. Company must maintain and adhere to all OSHA standards including general safety, hazardous materials usage, personal protective equipment and any other usual and specific safety requirements within the law.
10. Company must follow all security protocol required and provided by RTP Management.
11. Company must admit only Company/project related staff on-site.
12. All Company/project related staff and visitors must be U.S. citizens or be properly documented.
13. Company must meet all local, state and federal laws and policies.

14. When practical, Company/project is encouraged to use student help including co-ops, interns or work-study students for the education purposes intended.
15. Company will be responsible for maintaining the integrity of the building, high bay area, tenant office space, workroom and all usual infrastructure of the facility used by the Company.
16. Company must return facilities and infrastructure to its original use and value if changed unless approved by RTP to leave changes in place.
17. Company must maintain janitorial services for the area of the facility that Company is occupying.
18. Company agrees to repair and/or replace any damaged areas of the buildings, grounds, infrastructure or equipment provided by the RTP when damaged by the Company.
19. Company agrees to cooperate fully with RTP in scheduling and using any common areas of the facility based on the potential of other Companies within the facility.
20. Company agrees to have all Company personnel working in RTP facility to attend a facility orientation on how to access, use and protect the RTP facility to include RTP protocol and approved activities connected to RTP usage.
21. Company will be responsible for requisite authorization for and compliance with frequency spectrum activities to include Federal Communication Commission requirements, submission and approval of DD Form 1142 (if applicable), etc.
22. Company acknowledges complete responsibility for its intellectual property associated with the Company and the RTP.

Insurance

All external users will be required to provide to the RTP a certificate verifying the maintenance of comprehensive liability insurance.

Indemnification

All external users will be required to indemnify and hold the RTP harmless for any damages whatsoever arising from the user's activities conducted in RTP facilities. The user assumes all responsibility and liability for the requested use and agrees to defend, indemnify, and hold RTP harmless from any and all loss, damage or injury to any person or property arising from use of the facilities.

Special Licenses

Licenses, which may be required by law in connection with any event, are the sole responsibility of the Company.

Conduct and Safety

▪▪ All organizations/Companies granted approval for facility use shall be responsible for the conduct of its employees, patrons, and guests and for compliance with local, state and federal laws, as well as RTP policy.

- Workers/Company personnel who enter any high bay area or manufacturing area at a minimum must *attend* an RTP safety orientation.

Parking

Company must ensure vehicles of employees, visitors and project related personnel are parked in designated parking areas only and that vehicles are not blocking or inhibiting patrons or emergency access. Vehicles parked on sidewalks, grass, or in a designated fire lanes may be impounded.

Restricted Access

Access to some rooms and areas may be restricted exclusively without prior approval.

Restrictions

Weapons, open fire or flames (i.e. candles), and helium balloons are prohibited. Misconduct, profanity and other improper language, use of controlled substances, and other violations of policy or regulations will be sufficient cause for denial or termination of use.

Security

Security requirements and needs for each suite are the sole responsibility of the Company tenant.

Renovations

Renovations to accommodate company security and other needs must be requested and approved through the AIDT Director. Detailed drawings and description of renovation MUST accompany the request. Renovations must be performed by a certified tradesman.

Tobacco and Alcohol

The RTP is a tobacco-free campus, inside and out. Additionally, no alcoholic beverages may be consumed on RTP property or brought into RTP facilities. It is imperative that Company personnel, visitors, faculty, students, staff and all others adhere to the signs posted throughout the RTP campus. Persons caught violating these policies may be asked to leave and not allowed to return on RTP campus.

Use of RTP Name and Co-sponsorship

Unless otherwise specifically agreed to by the RTP, anyone utilizing RTP space shall not indicate endorsement or sponsorship by the RTP in any verbal or written statement. The RTP's name may only be used to indicate the location of the event or company temporary site. Requests for co-sponsorship of any special event hosted by any of the tenants must be approved by a member of the AIDT Director's Staff responsible for supervision and/or management of the proposed RTP co-sponsorship.

Monetary Transactions

Organizations utilizing RTP space shall be responsible for their own cash security when charging admission or conducting any activity involving monetary transactions. It is the responsibility of the organization to ensure that any monetary transactions are in compliance with applicable federal, state, and local laws.