



Alabama Robotics Technology Park

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

Phase II Tenant 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 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 ktaylor@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: _____ Alternate Point of Contact: Name: _____ Email: _____ Phone: _____	Alabama Business: Yes No (Please explain) _____ _____ _____	
Project Identification/Title: _____ _____ _____	Approved Funding Source: <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If No, DO NOT PROCEED</i> If Yes, List Source and Attach Proof: _____	
R & D Project (Select One or More) <input type="checkbox"/> Robotic/Automation <input type="checkbox"/> Manned/Unmanned <input type="checkbox"/> Ground <input type="checkbox"/> Aquatic <input type="checkbox"/> Manufacturing <input type="checkbox"/> Other Project (Describe) _____ _____ _____ _____ _____ _____ _____	Educational Partnership: <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, Identify the Educational Institution and Location _____ _____ Will 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 II Facility Use Application" either hard copy or electronically to RTP Director. 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.

Limitation of Use (Use of the word "Project" below refers to the responsible party/entity/ organization entering agreement)

1. Project will comply with the below requirements as well as other written within this policy.
2. Project will provide all equipment, software and supplies for the Project.
3. Project will submit equipment and tool list for RTP review to ensure RTP can provide the power requirements and all safety requirements are met, including proper grounding, toxic materials, etc.
4. Project will normally be approved for a period up to six months. Each Project will complete an evaluation conducted by the RTP Staff.
5. Project will agree to hold the state harmless due to any accident or other matters directly related to the approved Project.
6. Project will maintain all OSHA standards including general safety, hazardous materials usage, personal protective equipment and any other usual and specific safety requirements within the law.
7. Project will follow all security protocol required and provided by RTP Management.
8. Project will admit only project related staff on-site unless visitors have been approved in advance.
9. All Project staff and visitors must be U.S. citizens or be properly documented.
10. Project must meet all local, state and federal laws and policies.
11. When practical, Project must agree to use some student help including co-ops, interns or work-study students for the education purposes intended.
12. Project will be responsible for maintaining the integrity of the building, test facilities and all usual infrastructure of the facility used by the Project.
13. Project will return facilities and infrastructure to its original use and value if changed.
14. Project will maintain janitorial services for the area of the facility that Project is occupying.
15. Project agrees to repair and/or replace any damaged areas of the buildings, grounds, infrastructure or equipment provided by the RTP.
16. Project agrees to cooperate fully with RTP in scheduling and using any common areas of the facility based on the potential of other projects within the facility.
17. Project agrees 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.
18. Project 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..
19. Project acknowledges complete responsibility for its intellectual property associated with the Project 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 Project.

Conduct and Safety

- All organizations/projects 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/project personnel who enter any high bay area or manufacturing area at a minimum WILL attend a safety orientation.

Entrance

Project must enter the their tenant suite through their suite entrance at the south end of the build.

Parking

Project will ensure vehicles of assigned personnel and project visitors 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 project tenant.

Renovations

Renovations to accommodate project security and other needs, must be requested and approved through the AIDT Director. Detailed drawings and description of renovation MUST accompany the request.

Smoking and Alcoholic Beverages

The RTP is a smoke-free campus, inside and out. Additionally, no alcoholic beverages may be consumed on RTP property. It is imperative that project personnel, visitors, faculty, students, staff and all others adhere to the signs posted throughout the RTP area.

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 will be approved by a member of the AIDT Director's Staff responsible for supervision and/or management of the proposed RTP co-sponsor.

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.