

TBI-GEU CO-WORKING SPACE

MEMBERSHIP POLICY, RULES & STANDARD OPERATING PROCEDURES

3rd Floor, CSIT Block, GEU

tbi.geu.ac.in

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1. About TBI-GEU

Technology Business Incubator - Graphic Era University (TBI-GEU) was established in 2015 with support from the Department of Science and Technology (DST), Government of India. Recognised as Uttarakhand's first technology business incubator since 2018 by the Government of Uttarakhand, TBI-GEU has incubated over 105 startups and trained 2,000+ students annually since its inception.

The TBI-GEU Co-Working Space was created to give student entrepreneurs and founders a structured, distraction-free environment with the infrastructure needed to build and grow. It is located on the 3rd Floor, CSIT Block, Graphic Era University, Dehradun.

2. Purpose of This Document

This document sets out the official Membership Policy, Eligibility Criteria, Facility-Specific Standard Operating Procedures (SOPs), Rules & Regulations, and Conduct Guidelines governing the use of TBI-GEU Co-Working Space. All members are required to read, understand, and comply with the entire contents of this policy before commencing membership.

3. First Come First Serve & Approval Policy

IMPORTANT

All memberships, desk allocations, and facility access at TBI-GEU Co-Working Space are granted strictly on a First Come First Serve (FCFS) basis and are subject to approval by TBI-GEU management. Submission of an application does not guarantee admission.

- Membership seats, dedicated desks, and access to all shared facilities (3D Printer, Studio, Conference Room, Pantry, etc.) are allocated on a First Come First Serve basis.
- All membership applications are subject to review and final approval by TBI-GEU management.

- Facility booking slots (Studio, Conference Room, 3D Printer, Meeting Room) are allocated on a FCFS basis at the time of booking. A booking is confirmed only upon receiving written/system confirmation from TBI-GEU.
- In case of high demand, TBI-GEU may introduce waitlists for memberships or facility slots. Waitlisted applicants will be informed and given priority in the order they applied.
- TBI-GEU's decision regarding all allocations, approvals, and priorities shall be final and binding.
- Priority for dedicated desk allocation may be given to existing renewing members, but this is at the sole discretion of TBI-GEU management.

4. Membership Plans & Pricing

MEMBERSHIP PLAN	ELIGIBILITY	PRICE	CONTRACT
Student Member	Students of Graphic Era University (GEU)	Rs. 1,000 (6 months)	No contract (flexible)
Student Incubatee	Existing GEU students incubated at TBI-GEU	Rs. 2,000 / month	11-month + 1 month notice
TBI-GEU Incubatee	Registered startups incubated at TBI-GEU	Rs. 3,500 / month	11-month + 1 month notice
General Member	External founders / professionals	Rs. 8,000 / month	11-month + 1 month notice

- All prices are exclusive of studio equipment charges (billed separately per Section 9).
- GST registration and company registration at the TBI-GEU address is strictly not permitted under any membership plan.
- All prices are subject to revision with 30 days' written notice to existing members.
- Membership availability is subject to seat capacity; TBI-GEU may close admissions at any time if capacity is reached.

5. Eligibility Criteria

All eligibility criteria listed below are minimum requirements. Meeting the criteria does not guarantee membership; final admission remains subject to TBI-GEU's approval and availability of seats.

5.1 Student Member

- Must be a currently enrolled student of Graphic Era Deemed to be University (GEU).
- Valid GEU student ID card is mandatory at the time of application and must be renewed each semester.
- Membership is valid for 6 months and must be renewed with valid enrollment proof.
- On expiry of enrollment at GEU, the Student Member plan is automatically cancelled.

5.2 Student Incubatee

- Must be a currently enrolled student at Graphic Era Deemed to be University (GEU).
- Must have a registered and active startup incubated at TBI-GEU at the time of application.
- Proof of both active GEU enrollment and an active TBI-GEU Incubation Letter is required.
- Membership remains valid only while both conditions (active GEU student + active TBI-GEU incubatee) are met.

5.3 TBI-GEU Incubatee

- Must be a registered startup actively incubated at TBI-GEU. A valid TBI-GEU Incubation Agreement must be in force throughout the membership tenure.
- In case of exit or termination from the TBI-GEU incubation program, co-working membership will be terminated with a 30-day notice.
- Authorised team members (up to the limit defined in the incubation agreement) may use the space.

5.4 General Member

- Open to any individual founder, entrepreneur, freelancer, or working professional.
- Applicants must be 18 years of age or above with a valid government-issued photo ID.
- A brief description of the applicant's work or business purpose must be provided at the time of application.
- General Members may not use the TBI-GEU address for company, GST, or any statutory registration.

6. Facilities & Access Rights

FACILITY / BENEFIT	Student Member	Student Incubatee	TBI Incubatee	General Member
High-Speed Wi-Fi + Ethernet	Yes	Yes	Yes	Yes
Shared Sitting Space	Yes	No	No	No
Dedicated Desk & Chair	No	Yes	Yes	Yes
Dedicated Storage Cabinet	No	Yes	Yes	Yes
Brainstorm Corners	Yes	Yes	Yes	Yes
3D Printer Access	FCFS*	FCFS*	FCFS*	FCFS*
Conference Room Access	FCFS*	FCFS*	FCFS*	FCFS*
Recording Studio (Space)	FCFS*	FCFS*	FCFS*	FCFS*
Meeting Room & Smart Board	FCFS*	FCFS*	FCFS*	FCFS*
Pantry Access	Yes	Yes	Yes	Yes
Expert Mentorship	Yes	Yes	Yes	No

FACILITY / BENEFIT	Student Member	Student Incubatee	TBI Incubatee	General Member
Incubation Program Benefits	No	Yes	Yes	No
Community Events & Network	Yes	Yes	Yes	Yes

FCFS* = First Come First Serve. Subject to availability and TBI-GEU approval. Advance booking mandatory. Studio equipment is charged separately (see Section 9).

7. Payment Terms & Financial Policy

7.1 Security Deposit

- All members except Student Members must pay a refundable security deposit equal to one month's membership fee at the time of onboarding.
- The deposit is refundable upon clean exit, subject to deduction for outstanding dues, damages, or violations.
- Student Members are not required to pay a security deposit.
- Security deposits do not earn interest.

7.2 Advance Rent Payment

- Monthly rent must be paid in advance on or before the 5th of each calendar month.
- First month's rent is payable at the time of signing the Membership Agreement.
- A late payment fee of Rs. 200 per day will be levied for payments received after the 5th of the month.
- TBI-GEU reserves the right to suspend access upon non-payment for more than 7 consecutive days.

7.3 Accepted Payment Modes

- Bank Transfer (NEFT / RTGS / IMPS) to the designated TBI-GEU account.
- Cash payments are not accepted.
- Official receipts will be issued for all payments within 7 working days.
- Invoice will be raised on 1st of every month

7.4 Refund Policy

- Security deposits will be refunded within 30 working days of a clean exit after deduction of any dues.
- Advance rent paid for the current month is non-refundable once the month has commenced.
- No partial refunds will be made for unused days within a paid month.

7.5 Taxation & Registration Restrictions

- GST is applicable on all membership fees as per prevailing government rates, reflected in official invoices.
- GST / TIN registration of any member entity at the TBI-GEU address is strictly prohibited.
- Company / LLP / Partnership / Proprietorship firm registration at the TBI-GEU address is strictly prohibited.

8. Conference Room & Meeting Room — SOP

ACCESS

Subject to availability. Booking required. FCFS basis. Subject to TBI-GEU approval.

PARAMETER	DETAILS
Who Can Access	All active members (Student, Student Incubatee, TBI Incubatee, General). Access is subject to availability and TBI-GEU approval.
Booking Method	Via TBI-GEU office or the designated booking platform. No walk-in bookings for conference/meeting rooms.
Advance Notice	Minimum 24 hours in advance. Same-day requests considered only if slots are free.
Session Duration	Maximum 2 hours per session per member per day. Extensions subject to availability and prior written approval.
Charges	Basic room access is included in membership. Audio-Visual equipment (projector, display screen, HDMI cables) is complimentary. Smart Board and video conferencing setup may carry additional charges as per the Rate Card.
Cancellation	Must cancel at least 4 hours before the slot. Failure to cancel will be recorded as a no-show.
No-Show Policy	3 or more no-shows in a calendar month will result in temporary suspension of room booking privileges for 30 days.
Capacity	Conference Room: as per room capacity. Exceeding capacity is not permitted for safety reasons.
Usage Rules	Rooms must be vacated promptly at the end of the booked slot. Attendees must maintain low noise to avoid disturbing the main workspace. External guests must be registered with the coordinator before the meeting.
Post-Use	Members must restore all furniture and AV equipment to its original position. Whiteboards must be cleaned. Any damage must be reported immediately.
Damage Liability	Cost of repair or replacement of AV equipment, furniture, whiteboards, or any other facility will be charged to the responsible member.
Prohibited Use	Personal social events, interviews for roles unrelated to the member's startup/work, or commercial sub-letting of the room to non-members is prohibited.

8.1 General Conduct in Rooms

- All rooms are shared community spaces. Treat them with respect.
- Do not leave personal belongings in meeting rooms after your slot ends.
- Food is permitted in the conference room only on special occasion and if cleaned up completely after use.
- Recording of meetings involving other individuals requires explicit consent of all participants.

9. Recording Studio — SOP

ACCESS

Subject to availability. FCFS basis. Space access included; equipment and crew charged separately. Subject to TBI-GEU approval.

PARAMETER	DETAILS
Who Can Access?	All active members. Access is on a FCFS basis and is subject to availability and TBI-GEU approval. Approval may be withheld if the proposed content is deemed inappropriate.
Booking Method	Via TBI-GEU office or booking platform. A brief description of the intended production (type of content, duration) must be provided at the time of booking.
Advance Notice	Minimum 48 hours in advance for studio slots. Urgent requests may be declined.
Space-Only Access	Basic studio space (room, lighting rig fixed setup, backdrop) is included in membership fees, subject to availability.
Equipment Charges	Use of any studio equipment — cameras, portable lighting, microphones, audio mixers, teleprompter, green screen, reflectors — will be charged separately as per the current Studio Rate Card available at the TBI-GEU office.
Crew / Operator Charges	If a TBI-GEU production crew member or studio operator is required to assist, crew charges apply as per the Rate Card.
Rate Card	The Studio Rate Card is available at the TBI-GEU office and on tbi.geu.ac.in . Rates are subject to periodic revision with prior notice.
Session Duration	Maximum 3-hour blocks per booking. Extensions subject to availability.
Cancellation	Must cancel at least 6 hours in advance. Late cancellation or no-show will be billed 50% of the estimated session cost.
Content Guidelines	The studio may not be used to produce content that is obscene, defamatory, politically sensitive, or in violation of any Indian law or university policy. TBI-GEU reserves the right to deny studio access for content it deems inappropriate.
Post-Use	All equipment must be returned to its original position. Backdrops must be rolled back. Any damage to equipment must be reported immediately and will be billed to the member.
Damage Liability	Members are fully liable for any damage to studio equipment during their session. Replacement or repair costs will be charged at market rates.
IP & Usage Rights	Content produced in the TBI-GEU studio remains the intellectual property of the member. TBI-GEU may request permission to feature the production in promotional material, which the member may accept or decline.

9.1 Studio Rules

- No food or beverages inside the recording studio.

- Shoes/footwear with strong soles must be removed or covered when on the studio floor to protect equipment and flooring.
- Noise from outside the studio must be minimised. The studio door must remain shut during active recording.
- Members may not bring unauthorised external crew or equipment without prior approval.

10. 3D Printer — SOP

ACCESS

All members subject to availability. FCFS basis. Mandatory safety induction required before first use. Material charges applicable. Subject to TBI-GEU approval.

PARAMETER	DETAILS
Who Can Access	All active members after completing mandatory safety induction. Access is on a FCFS basis, subject to availability and TBI-GEU approval.
Safety Induction	Every member must complete a mandatory 3D printer safety and operation induction session (approx. 30 minutes) conducted by a TBI-GEU technician before their first use. No exceptions.
Booking Method	Via TBI-GEU office or booking platform. Submit a print job request form specifying file format (STL/OBJ), estimated material weight, print settings, and purpose.
Advance Notice	Print job requests must be submitted at least 24 hours in advance. Complex or large jobs may require 48-72 hours.
Material Charges	Filament/material charges are billed separately based on actual usage weight (per gram, as per the Rate Card). Charges apply regardless of whether the print succeeds or fails due to member error.
Approved Uses	Prototyping, academic projects, startup product development, and educational models. All use must be related to the member's startup, research, or academic work.
Prohibited Prints	Weapons, weapon components, items that infringe on third-party IP/trademarks, adult content, politically sensitive objects, or any item violating Indian law. TBI-GEU reserves the right to refuse any print job without explanation.
File Submission	Files must be submitted in STL or OBJ format, pre-sliced if required. TBI-GEU is not responsible for print failures arising from incorrect file preparation by the member.
Supervision	Members may observe their print job. Unattended prints are permitted only with prior approval from the technician.
Post-Use	Members must collect completed prints within 24 hours. Uncollected prints may be discarded after 48 hours.
Damage Liability	Any damage to the printer, extruder, or platform caused by member action or incorrect settings will be billed to the member at cost.
Machine Downtime	Scheduled maintenance may result in printer unavailability. TBI-GEU will notify members in advance where possible.

10.1 3D Printer Safety Rules

- Do not touch the print head or heated bed during or immediately after a print job.
- Do not leave a print job running unsupervised without technician approval.
- Report any unusual noise, smell, or behaviour of the machine to the technician immediately.
- Children or visitors are not permitted to operate the 3D printer.
- Modify settings only with explicit authorisation from the TBI-GEU technician.

11. Pantry — Access, Rules & SOP

ACCESS

All active members have pantry access. No booking required. Complimentary basic facilities. Members responsible for cleanliness.

PARAMETER	DETAILS
Who Can Access	All active members across all membership categories. Pantry access is included in all plans at no additional charge.
Operating Hours	Pantry is accessible during co-working space operating hours. The pantry will be locked outside designated hours.
Complimentary Facilities	Access to drinking water, basic crockery, microwave, and refrigerator (shared). Tea/coffee facilities may be available on a pay-per-use basis.
Personal Items in Fridge	Members may store labelled food items in the refrigerator. Items must be clearly labelled with the member's name and date. Unlabelled items may be disposed of.
Cleanliness	Members must wash their own utensils immediately after use. The pantry must be left clean. Spills must be cleaned up at once.
No Food Outside Pantry	Consumption of food and beverages is restricted to the pantry and designated eating zones. Food is not permitted on dedicated desks or in the main workspace, studio, conference room, or 3D printer area.
Waste Disposal	All food waste must be disposed of in the designated dustbins. Organic and dry waste should be segregated where bins are provided.
Shared Appliance Use	Microwave and other appliances are shared. Members must not monopolise appliances or cook elaborate meals during peak hours.
Prohibited	Alcohol, non-vegetarian food with strong odour, or any food that causes discomfort to co-workers. Smoking, chewing tobacco, or use of any intoxicant is strictly prohibited in or near the pantry.
Responsibility	TBI-GEU is not responsible for loss of food, beverages, or personal items stored in the pantry. Members store items at their own risk.

11.1 Pantry Conduct

- Respect the shared nature of the pantry. Clean up after yourself without exception.

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- Do not take or use another member's labelled food, beverages, or utensils.
 - Refrain from prolonged socialising in the pantry during working hours — it is a break space, not a meeting area.
 - Report any broken appliances or hygiene concerns to the TBI-GEU coordinator immediately.
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12. Contract & Membership Agreement

12.1 Student Member

- No formal rental contract is required for Student Members.
- Student Members sign a Membership Undertaking acknowledging these rules.
- Membership is for 6 months and must be renewed with valid enrollment proof.
- No dedicated workspace is assigned; access is to shared sitting areas only, on a FCFS basis each day.
- No notice period is required for exit; membership lapses at the end of the 6-month period or upon loss of GEU student status, whichever is earlier.

12.2 Student Incubatee / TBI-GEU Incubatee / General Member

- A formal 11-month Membership Agreement will be executed between the member and TBI-GEU.
- The agreement commences on the mutually agreed joining date and runs for 11 calendar months.
- A dedicated desk and storage cabinet will be allocated and documented in the agreement.
- Members must provide 1 (one) calendar month's written notice before vacating.
- Failure to provide adequate notice will result in forfeiture of the security deposit.
- Renewal must be intimated at least 30 days before the contract end date.
- TBI-GEU reserves the right to not renew an agreement without stating reasons.

12.3 Early Termination by TBI-GEU

- TBI-GEU may terminate any membership with 30 days' written notice for repeated rule violations, non-payment, misconduct, or unforeseen circumstances.
 - In cases of gross misconduct or security concerns, immediate termination without notice may apply; security deposit may be forfeited.
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13. Conduct & Values

OUR COMMUNITY STANDARD

TBI-GEU Co-Working Space is more than a desk. It is a community of builders. Every member is expected to uphold the values that make this space great — respect, integrity, collaboration, and accountability.

13.1 Core Values

- Respect — Treat every person in this space with dignity, regardless of their background, gender, religion, nationality, or professional standing.
- Integrity — Be honest in your dealings with TBI-GEU, its staff, and fellow members. Do not misrepresent your identity, work, or membership category.

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- Collaboration — Share ideas, support peers, and contribute to a culture of collective growth. This is a startup ecosystem, not a competition.
 - Accountability — Own your actions. If something goes wrong due to your conduct, take responsibility and work to make it right.
 - Innovation — Bring curiosity and a growth mindset. The space thrives when its members push boundaries constructively.
 - Inclusion — Welcome new members, make room for diverse perspectives, and ensure no one feels excluded or unwelcome.

13.2 Professional Conduct

- Maintain professional behaviour at all times — in person, during calls, and in digital interactions carried out within the space.
- Loud or disruptive phone calls, arguments, or conversations must be taken outside the main workspace or to designated call zones.
- Members must not interfere with, criticise, or undermine another member's work or business in any way.
- Dress code: There is no formal dress code, but members are expected to dress appropriately for a professional working environment.
- Members representing TBI-GEU in any capacity (pitch events, media, social media) must do so accurately and positively, and must obtain prior approval from TBI-GEU management before making any public statement on TBI-GEU's behalf.

13.3 Zero Tolerance Policies

- Harassment, bullying, discrimination, or any form of abuse — verbal, physical, or online — against any member, guest, or staff will result in immediate and permanent termination of membership with no refund.
- Sexual harassment of any nature is strictly prohibited and will be reported to appropriate authorities.
- Any form of theft, fraud, or misappropriation will result in immediate termination and legal action.
- Intimidation or threats toward TBI-GEU staff or management will result in immediate permanent ban.

13.4 Conflict Resolution

- Disputes between members must first be brought to the attention of the TBI-GEU team.
- Members must not attempt to resolve disputes through confrontation. Report to authorities.
- TBI-GEU's decision in all interpersonal disputes within the space is final.

13.5 Digital Conduct

- Members must not use TBI-GEU's internet or infrastructure to access illegal, obscene, or harmful content.
- Cyber-bullying, online harassment, or defamatory content targeting fellow members or TBI-GEU is strictly prohibited.
- Members should not publicly post negative or misleading content about TBI-GEU, its programmes, or its members without factual basis and prior communication.

13.6 Representation & Social Media

- Members are welcome and encouraged to share positive experiences from the co-working space on social media.
- When tagging TBI-GEU, members must ensure posts are accurate, professional, and reflect positively on the community.
- Sharing photos or videos that include other identifiable members without their consent is not permitted.

** TBI-GEU may feature members' work, profiles, or testimonials in its promotional material with prior consent.

14. House Rules

14.1 Workspace Conduct

- All members must maintain a professional, respectful environment at all times.
- Phone calls must be taken in designated call zones, not at the main desk.
- Noise levels must be kept low. Music may only be played through headphones.
- Personal items must not be placed on unassigned desks or left in common areas overnight.

14.2 Access & Security

- Access cards or entry credentials issued upon onboarding are non-transferable.
- Members must not permit unauthorised individuals to enter using their credentials.
- Guests are permitted during working hours with prior intimation to the coordinator. Maximum 2 guests per member per day.
- After-hours access requires prior written approval from TBI-GEU management.
- Lost access cards must be reported immediately. Replacement charges apply.

14.3 Cleanliness

- Members are responsible for keeping their area clean and tidy at all times.
- All shared spaces must be left clean and in the same condition in which they were found.
- Smoking, alcohol consumption, or use of any intoxicant is strictly prohibited on the premises.

14.4 Equipment & Infrastructure

- Internet and IT infrastructure must be used for lawful purposes only.
- Any damage to furniture, fixtures, or equipment must be reported immediately. The cost of repair/replacement will be borne by the responsible member.
- Power strips, extension cords, or heavy electrical appliances may not be brought in without prior approval.

14.5 Privacy & CCTV

- Members must respect the confidentiality of other members' screens, conversations, and business information.
- Recording of other members without their explicit consent is prohibited.
- CCTV cameras are installed in common areas for security purposes. Footage is reviewed only in case of incidents.

15. Application & Onboarding Process

Step 1 — Apply

- Fill in the Co-Working Space Membership Application Form (available at tbi.geu.ac.in or at the TBI-GEU office).

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- Submit required documents as per your membership category (see Section 16).

Step 2 — Review & Approval (FCFS)

- TBI-GEU management will review applications and allot seats on a monthly basis. Last date to apply is 25th of every month.
- Applications are processed in the order received (FCFS). Seats are not held pending review.
- Applicants will be notified of approval, rejection, or request for additional information via email.

Step 3 — Agreement & Payment

- Approved members must sign the Membership Agreement (or Undertaking for Student Members).
- Security deposit and first month's advance rent must be paid before onboarding. Failure to pay within 5 days of approval may result in seat being offered to the next applicant.

Step 4 — Induction & Access

- All new members must attend a mandatory 30-minute induction covering house rules, facilities, values, and emergency procedures.
 - Access credentials will be activated post-induction. Dedicated desk assignment (where applicable) on the first day.
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16. Required Documents for Application

16.1 Student Member

- Valid GEU student ID card (front and back).
- Filled and signed Membership Application Form.
- 2 Passport-size photograph.

16.2 Student Incubatee

- Valid GEU student ID card (front and back).
- Active TBI-GEU Incubation Certificate / Letter.
- Filled and signed Membership Application Form.
- 2 Passport-size photograph.

16.3 TBI-GEU Incubatee

- Active TBI-GEU Incubation Certificate / Letter.
- Startup / company PAN card (if applicable).
- List of authorised team members who will use the space.
- Filled and signed Membership Application Form.
- Government-issued photo ID of the primary applicant.

16.4 General Member

- Government-issued photo ID (Aadhaar / Passport / Driving Licence / PAN card).
 - Filled and signed Membership Application Form.
 - Brief description of work/business (one paragraph).
 - 2 Passport-size photograph.
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17. Exit Procedure

- Members wishing to exit must submit a written notice to the TBI-GEU office (email to office.tbi@geu.ac.in is accepted).
- Notice period of 1 calendar month applies to all members except Student Members.
- Dedicated desk, cabinet, and all personal belongings must be cleared on or before the last day.
- Access credentials must be surrendered on the last day. Failure to return access cards will incur replacement charges.
- TBI-GEU will conduct a final inspection before processing the security deposit refund.
- Security deposit refunded within 30 working days after deduction of any outstanding dues, damages, or penalties.
- All outstanding Studio, Conference Room, and 3D Printer charges must be settled before exit.

18. Prohibited Activities

STRICTLY PROHIBITED

Violation of any item below may result in immediate membership termination and forfeiture of security deposit. Some violations may also result in legal action.

- Using the TBI-GEU address for GST, company, LLP, firm, or any other statutory registration.
- Subletting or sharing your designated desk or membership with any unauthorised person.
- Conducting activities that are illegal under Indian law.
- Running or soliciting business that directly competes with TBI-GEU's services.
- Posting, distributing, or displaying any material (physical or digital) without TBI-GEU approval.
- Tampering with electrical, networking, or security infrastructure.
- Storing hazardous, flammable, or illegal materials on the premises.
- Conducting events, seminars, or workshops without prior written approval.
- Harassment, abuse, or threatening behaviour toward staff, members, or visitors.
- Producing prohibited or inappropriate content using TBI-GEU studio or facilities.
- Printing prohibited items on the 3D printer (weapons, IP-infringing objects, etc.).

19. Grievance Redressal

- Members with complaints must first raise the matter in writing to the TBI-GEU team.
- If unresolved within 5 working days, the matter may be escalated to the TBI-GEU Incubator Manager.
- Formal written complaints may be emailed to office.tbi@geu.ac.in.
- TBI-GEU's decision on all internal disputes shall be final and binding.

20. Disclaimer & Liability

- TBI-GEU is not responsible for loss, theft, or damage to members' personal property, equipment, or business assets.
- Members are advised to carry their own insurance for valuable equipment.

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- TBI-GEU shall not be held liable for business losses or consequential damages arising from service interruptions.
 - In case of a force majeure event (natural disaster, pandemic, government order), TBI-GEU reserves the right to temporarily close the facility. No rent refund for periods under 15 days; pro-rata credit may be extended at management's discretion for longer closures.
 - TBI-GEU's maximum liability to any member in any calendar month shall not exceed the monthly membership fee paid by that member.
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21. Amendments to This Policy

- TBI-GEU reserves the right to amend, revise, or update this policy at any time.
 - Members will be notified of significant changes at least 15 days in advance via email or notice board.
 - Continued use of the co-working space after notification constitutes acceptance of the revised policy.
 - The most current version of this policy is available at the TBI-GEU office and on tbi.geu.ac.in.
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22. Contact Information

Address	3rd Floor, CSIT Block, Graphic Era Deemed to be University, 566/6 Bell Road, Clement Town, Dehradun - 248002, Uttarakhand, India
Phone	+91 7217056795
Website	tbi.geu.ac.in
Email	office.tbi@geu.ac.in

WHERE FOUNDERS BUILD STARTUPS

Technology Business Incubator, Graphic Era University | Established 2015 | DST Supported