

ALAN B. LEVAN NSU BROWARD CENTER OF INNOVATION  
RULES AND REGULATIONS

The following rules and Regulations shall apply to everyone that will use the services or visit the site (“Participants”) of the Alan B. Level NSU Broward Center of Innovation (“Levan Center”) including but not limited to members and their guests, facilitators, mentors, selection committee members, services providers and others (“Participants”).

1. Standard of Conduct. Participants are required to conduct themselves in a professional manner that is respectful of the rights of other Participants at the Levan Center. Participants may not conduct any activity at the Levan Center that, in the sole discretion of NSU creates excessive traffic or is inappropriate to other Participants experience at the Levan Center or not related to the purpose for which Participant is using the Levan Center. Harassment, defamatory, obscene, indecent, or threatening conduct is prohibited.

2. Confidentiality/Non-Disclosure. The Levan Center provides a collaborative open atmosphere which must be balanced against each User’s personal responsibility to protect their own confidential information, proprietary information and/or intellectual property (“PI”) against disclosure and use. Participants should avoid leaving PI unattended and ensure that documents and material containing PI are securely stored. During their presence at the Levan Center, Participants may receive access to or become aware of other participants PI. Participants acknowledge and agree that they shall NOT use any PI for any purpose, or disclose any such PI to any person, except as explicitly authorized by the person who disclosed that confidential information to them (“Disclosing Party”). Participants in receipt of PI shall return it to the Disclosing Party upon request and upon expiration or termination of their use of the Levan Center, and shall certify to the Disclosing Party that the User has not retained any copy of that information. All discussions, negotiations and other means in which PI is conveyed are confidential and shall be protected from disclosure. This confidential/non-disclosure requirement shall continue for so long as Participants participate at/with the Levan Center. Notwithstanding anything to the contrary, NSU, its employees and agents and the Levan Center shall not be liable for any disclosure or use of any PI or confidential information by any participant of the Levan Center, in contravention of this provision except as set forth in Section 8 of the Levan Center Terms and Conditions. PI does not include information that becomes subsequently generally available to the public through no breach of confidentiality or any other legally binding obligation, information that was obtained by the recipient from a third party free of any duty of confidence, information that was independently developed by the recipient, or information that is required to be disclosed by law, government regulation, or court order.

2. NSU Policies. Participants shall comply with all Nova Southeastern University, Inc.’s (“NSU”) policies in the use of the Levan Center and any other NSU facilities and/or services.

3. Access. Hours of operation are 8:30 am through 5:30 pm.

4. Lockers. Lockers are available through one of the Levan Center membership options. Personal items may be stored overnight.

5. Guests/Invitees. Up to 6 guests may be invited for meeting with members. Does not apply for Events.

6. Personal Property All Participants and others shall be responsible for their own personal property.

7. Payment for services/late payment. Payment for all charges is through Startup Space app, invoicing, credit card charging, charge back and refunds. Late payment – refer also to the Membership Agreement under Payment terms and Options.

8. Internet. Please see Acceptable Use Policy.

9. Event rules and regulations – See events agreement

10. Mailbox. Mail for members will be accepted but not forwarded except for Virtual HQ Memberships.

11. Safety. Participants shall observe and exercise, (and compel its guests, others) to observe and exercise, all reasonably necessary caution and discretion, so as to avoid (i) injury to persons, (ii) damage to personal and real property, and (iii) annoyance to or interference with other Members at the Levan Center. Participants shall also follow all instructions from NSU Public Safety.

12. Maintenance of use. Participants shall keep their work areas clean and neat, including desk and other tabletops, furniture and floors in or near areas where they are working or using components of the Levan Center

13. Signs/Postings. Participants shall not advertise or post any signs or notices within any part of the Levan Center without

the express written consent of NSU.

14. Compliance with Law. Participants shall at all times comply with all applicable laws, ordinances, rules and regulations with respect to use of and presence at the Levan Center, including but not limited to the Florida Uniform Trade Secrets Act.

15. Pets/Animals. No animals or pets of any kind or type (except certified support animals) are permitted in the Levan Center without the prior written authorization of NSU.

16. Presence at Levan Center. For memberships commencing or renewing August 1, 2022 or later, members agree to be physically present on Levan Center's premises for a minimum of three (3) hours for at least three (3) days per week (Monday-Friday) of the membership. This requirement excludes the Virtual, Virtual Plus, and Virtual HQ memberships.

17. Surveys and My Venture: For memberships commencing or renewing August 1, 2022 or later, members agree to complete quarterly "My Venture" surveys provided by the Levan Center through its virtual community hub and to meet with a Levan Center staff member on the Membership Team regarding the growth and success of their business venture at least once per month during the term of the membership.

NSU reserves the right to make modifications to these Rules and Regulations from time to time. Such modifications shall be posted to the Levan Center website: [www.nova.edu/innovation/](http://www.nova.edu/innovation/). It shall be the responsibility of the Participant to review the website for such modifications.