



Illinois Tech Faculty/Alumni/Student Use Policy

Introduction:

Illinois Institute of Technology, like Loyola, Northwestern, University of Chicago, and University of Illinois, has established a sponsorship with 1871, the digital economy co-working space located on the 12th floor of the Merchandise Mart (Orleans St. elevators). Sponsorship includes an office suite with tables and six chairs, as well as access to 1871 events. 1871, since opening in May 2012, has become the Chicago hub for entrepreneurial activity and digital start-ups.

IIT encourages all students to attend events, organize events and meetings, and network at 1871, Chicago's digital co-working space. You may find information on the events at 1871 [here](#).

You may find other information on 1871 such as the resources available, active communities, careers etc. at 1871.com. Research this website, as it is a great source of information!

Use of the IIT's membership at 1871 is a privilege. IIT reserves the exclusive right (i) to enforce the above, (ii) to modify the above at any time and without notice, and (iii) to limit or prohibit the use of the IIT Office by and/or take disciplinary action, in accordance with the Code of Conduct of the IIT Student Handbook against a student or students who abuse this privilege or fail to comply with these rules. Use of the IIT Office is a privilege. IIT reserves the exclusive right (i) to enforce the above, (ii) to modify the above at any time and without notice, and (iii) to limit or prohibit the use of the IIT Office by and/or take disciplinary action, in accordance with the Code of Conduct of the IIT Student Handbook against a student or students who abuse this privilege or fail to comply with these rules.

General Access to 1871 Co-Working Space:

- IIT can have 6 people concurrently in 1871. If there is an access card available at the front desk IIT guests can use the open areas for up to 2 hours in a day, not to exceed 6 hours per week. Guests need to sign in using the 1871 sign-up terminal, but don't need to sign in the calendar.
- However, IIT can have UNLIMITED number of faculty/alumni/students attend events, as long as they register using each event's registration page (attendees bear the cost of attending these events, but DISCOUNTS are usually available).
- General access allows you to all the areas of 1871, subject to their rules, which you MUST familiarize yourself with. These are found on the 1871.com website. Be respectful of the space, as it is a WORKING space. Treat it as such.
- You may bring a guest (customer or partner, if you are a student startup, for example), as long as you understand that the priority for use will be for IIT students. You may NOT give access to a guest without you accompanying that guest.



Accessing IIT Office:

- The office may be used for the following purposes: class meetings, project meetings, student startups, 1871 IIT student interns, student club meetings, and other similar purposes.
- A core faculty group uses the office up to 1 day per week. For information and schedule, see the shared calendar.
- Faculty, staff, & students, with valid IIT ID can use the IIT office up to 2 hours per week.
- Alumni must email alumni@iit.edu and the IIT alumni relations staff will book the office on the shared calendar.
- If you are given access to the IIT Office, you will pick up your access card in exchange for a form of ID (license or IIT ID). You MUST return the card to the front desk when you leave.
- In case you need access to the IIT Office after 6pm, you must get the card from the front desk the day before you use the office, and return the access card the next morning and retrieve your ID.
- You may check the availability of the IIT Office [here](#). To reserve the office, send an email with necessary information to 1871@iit.edu, copy_reception@1871.com.
- If you cannot attend your reserved time, you must send an email to reception@1871.com with a copy to 1871@iit.edu cancelling your reservation.
- **Resources available at IIT office:** A Mac mini computer, Apple TV and full videoconference capability, with instructions under the TV. There is an 1871 GUEST WiFi access code, which you can get from the front desk. There is also an IIT WiFi access code in the instruction manual.

Housekeeping Rules for IIT Office:

- PLEASE LEAVE THE ROOM IN BETTER CONDITION THAN YOU ENTERED.
- IF you use the A/V, please make sure that all cables and controls are left in working order, plug back in any cables you use from the cable boxes.

Note: Please email Professor Grant Bunker, bunker@iit.edu, with any problems or issues with the technology or the use of the space.