



JIC Co-Working Space Guidelines

- Only JIC Incubated Startups can avail the services of Co-Working Space.
- Physical Seating of up to 4 seats will only be allocated to each startup for initial 6 months period starting from the date of approved application. The allocated seats will not be fixed.
- The time period, no of seats in Co-Working space can be extended by 3 months to 12 months based on the requirements and after governance of the performance and potential of the growth of the startup.
- Startups have to book the Meeting Room in advance and inform the cancellation of any reserved slot. Startups can use the Meeting Room for 10 Hours per month only on the basis of availability of space.
- Startups have to book the Event Area in advance and inform the cancellation of a reserved slot. Event Area will be available only for 3 Hours on Saturday only on the basis of availability of space.
- Startups can click photographs and can use any area of JIC Co-Working Space as backdrop, but for any such filmography or photography for a project at JIC Office Space, startups need to take prior approval.
- Black and White printing facility of up to 30 copies per month is available for startups, while additional copies along with coloured printing will be available on charge basis.
- All the Bookings (Desk, Meeting Room and Event Area) will be done on First Come First Serve Basis.
- Pantry Service, Washrooms and Peon Assistance is not for Startups.
- Startups are advised to strictly adhere to the guideline, else the access to Co-Working services will be cancelled on immediate effect. JECRC Incubation Centre Team holds all the rights to cancel the booking of Seating Desk, Meeting Room, and Event Area.

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Rules & Regulations

- JIC Co-Working Space Office Hours are 10:00 AM - 06:00 PM from Monday to Saturday.
- COVID-19 Protocols are mandatory to adhere inside Co-Working Space.
- Loud Phone Calls / Sounds / Noises are not allowed inside Co-Working Space.
- Startups can bring Water / Tea / Coffee on desk, but eatables are not allowed on desk.
- Startups will be responsible for their personal belongings and the cleanliness of their seating and working space.
- Tea/Coffee and Snacks are chargeable.
- Pantry Service, Washrooms and Peon Assistance is not for Startups.
- Startups are advised to strictly adhere to the guideline, else the access to Co-Working services will be cancelled on immediate effect by JIC Team.