



SEED Innovation Hub Faculty/Staff Usage Guidelines

SEED is excited to partner with faculty and staff from any interested university or college. To ensure a good experience faculty/staff must adhere to the following policies and procedures listed below.

- All users must register with SEED and fill out faculty staff interest form
 - <https://airtable.com/appQJpCvHGajxahTD/pag0xI9TRi5rObxJ4/form>
 - <https://airtable.com/appQJpCvHGajxahTD/pagKa3CAdC85jHw6Z/form>
- All faculty/staff must be present with students at scheduled SEED usages
- All faculty/staff must complete the SEED orientation and safety training
- All faculty/staff users must sign liability form
- All faculty/staff users must sign terms and conditions of use form
- If you want to integrate a class project with SEED you must schedule prior to that semester and pre book available rooms and equipment.
- If linked to a class assignment the usage of SEED must be clearly outlined in the syllabus and assignment description (we are happy to help!)
- If time or material exceeds a few hours of minimal material resources a fee will be charged to cover costs
- SEED is unfortunately unable to accommodate last minute requests or pop in students right before an assignment is due. Please plan ahead and coordinate with SEED staff on time expectations for projects.