

## Guidelines on Accessing the UChicago's Office at 1871

Thank you for your interest in using the UChicago office at 1871. Access to the office is **by application only** and is managed by the Polsky Center for Entrepreneurship and Innovation. Please read the following guidelines before submitting the online application.



### About 1871:

[1871](#) is a co-working space for digital and tech entrepreneurs on the 12<sup>th</sup> floor of the Merchandise Mart in downtown Chicago. It houses Chicagoland start-ups, companies, and other entrepreneurial institutions. 1871 offers its own [memberships](#) that provide different levels of access to workspaces, member-only events, office hours, and other perks.

### About the UChicago's Office at 1871:

The Polsky Center rents out an office in 1871 in partnership with the Social Enterprise Initiative (SEI), and Argonne National Laboratory at the University of Chicago. This office space is available to members of the UChicago community, which is defined as a current UChicago student, alumnus, faculty, or staff member that is actively working on an entrepreneurial venture. Individuals interested in using the office must apply for access and pay a \$5 monthly fee.

Access to the office will be granted to those affiliated with the University of Chicago and should be used for mentoring, interviewing, and conducting meetings related to a start-up venture. The office can accommodate up to six people at one time and is available Monday thru Friday between the hours of 9:00 AM-5:00 PM. The room can accommodate up to six people at one time.

**Access to the UChicago office at 1871 does not give someone access to 1871 member-only events and office hours.** Only 1871 members have those additional privileges. To become a member of 1871, visit: <http://www.1871.com/join-us/>

It is strongly recommended that you tour the office first to assess whether the UChicago's office at 1871 will fit your business needs. You can sign up for any one of the weekly tours conducted at 1871.

### Overview of Policies:

- Access to the UChicago office at 1871 is for University of Chicago students, faculty, or alumni only (any individual who does not have an affiliation must be a member of a business employing at least one UChicago student, faculty, staff, or alumnus).
- In order to maintain access privileges to the space, teams/businesses are required to pay a \$5 monthly fee for use of the space. Failure to pay this fee will result in termination of access to the space and the right to use it.
- Access to UChicago's office at 1871 is provided Monday-Friday, 9:00 AM-5:00 PM; it is possible to work in the common areas past 5:00 PM on a weeknight, but UChicago keycards must be returned to the front desk before 5:00 PM.

- In order to accommodate demand for the space, the maximum number of hours that any one individual/team can reserve in a week is 20 – this is flexible on slow weeks.
- In order to gain access to the space, all individuals are required to apply and participate in a short interview with a Polsky Center staff member. Only one application is required per business.

### How to Apply:

- To use UChicago's office at 1871, please fill out the online application: <https://polskycenter.wufoo.com/forms/r1hneyh13nroi/>
- Once you submit your application, you will receive an email with instructions for setting up a phone interview with a Polsky Center staff member to further discuss your business and your plans for using the UChicago office space at 1871.

### Guidelines for Reserving the Office:

- If your application is accepted, you are required to pay a \$5 monthly fee for use of the space.
- All individuals/employees/team members working with the business and planning on using the UChicago office will be provided with access to the Big Marker online community. This system is the official reservation system at 1871 that allows someone to make a reservation and begin signing up for blocks of time to reserve the UChicago office.
- Reservations are on a first-come, first-served basis.
- The UChicago office can accommodate up to six people or two teams (maximum) at a given block of time.
- Access to the actual UChicago office is provided via a keycard, which is available and stored at the 1871 front desk. There are two keycards available at the front desk, one for each reservation.
- When making a reservation, either Keycard 1 or Keycard 2 must be assigned to the meeting in the meeting description so that another individual or team has an opportunity to share the room at the same time. Only two reservations will be allowed at any given time.
- If a team needs to have a private meeting for full access to the office, the reservation must be noted "PRIVATE" and both keycards must be listed (Keycard 1 and Keycard 2) in the meeting description. Private meetings should only be for shorter blocks of time; not for an entire day.
- The names of all individuals (including guests) using the UChicago's office at 1871 must be listed in the description section when reserving the time on the calendar.

### Guidelines for Keycards:

- Upon arriving to 1871, individuals must check in at the 1871 front desk to pick up a keycard; this keycard must be signed back in at the end of the scheduled block of time so that the next person has access to it. All keycards must be returned to the front desk before 5:00 PM. Individuals may be asked to show a photo ID to pick-up a keycard, so it is important to list all individuals in the description of each event reservation.
- A \$20 fee will be charged to the credit card on file if any individual from a team loses a keycard.

Finally, it is the responsibility of all individuals to keep the space clean and orderly. Any issues will result in termination of access to the space and the right to use it. Urgent issues or things requiring attention should be directed to Murassa Qazi ([murassa.qazi@chicagobooth.edu](mailto:murassa.qazi@chicagobooth.edu)) at the Polsky Center.