

Google Waterloo Community Space Security Guidelines | Event Host

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Fostering a Collaborative/Professional Culture

- Be kind to Google Staff - and if you have any questions related to your event please reach out to your Google host.
- You are responsible for the conduct of your guests. If any guests are acting disorderly, unruly or otherwise in a manner not befitting a professional environment, Google will inform the event host, and, if necessary, Google reserves the right to request guest(s) to leave the property.

Building Access

- If you were provided with a Google Temporary Badge. The badge is not to be shared or loaned to others and must be returned upon request from Google. If a badge is lost or stolen immediately report this to your Google host.
- If you were NOT provided with a Google Temporary Badge you are required to check in with your Google host to gain entrance into the community space.
- You are responsible for ensuring that your guests remain in the community space and do not wander off to other areas within the building.
- Be aware of your surroundings and do not grant access into the community space to anyone outside of your guest list. When exiting, ensure all perimeter doors close and secure behind you. If a door does not properly secure inform your Google host.
- Be respectful of the approved time booked in the community space and do not stay longer than approved - if you do we will have to kindly ask you to depart.

Registration

- Share your guest lists with your Google host in advance of the event.
- Your guests must visibly wear their Google guest badge at all times.
- At the end of your event, make sure all of your guests return their Google guest badge. Unfortunately they are unable to keep them.

Photo, Video and Press

- Press is not allowed in the community space without prior approval from your Google host.
- Guests are allowed to take photos and videos in the community space but should not take photos and videos of any other work space, people not part of your event or other events taking place.

Personal Property/Storage

- Google does not assume liability for any personal property and equipment of guests lost, stolen or damaged in or around the facilities.
- Google is not responsible for property, equipment, or materials not removed from the community space at the conclusion of the event.

- Please do not store property in the community space overnight (unless previously approved by your Google host). If approved - stored items can only be retrieved by the event host.

Emergency Incidents/Evacuation

- Familiarize yourself with the community space by locating emergency exits and the first-aid kit.
- In the event of a fire alarm, fire or smoke, all personnel must immediately evacuate the community space and go to the assembly point (*parking lot located in front of the community space*). Please check in with your Google host before re-entering the building.
- For emergency situations (i.e. illness, injury, hazardous, security concerns) immediately report them to your Google host.
- For life threatening emergencies (i.e. fire, medical events) immediately call 9-1-1 and after call your Google host.

Thank you for helping us keep your guests and Google's Community Space safe!