



Spur Community Guidelines

The Spur guidelines are just one way for us to incorporate our principles into our everyday work. Our commitment to inclusion, authenticity, innovation, and engagement helps us deliver on the promise to create a place for all.

Who should follow these guidelines?

We expect all employees, partners, and tenants to follow both the spirit of the guidelines and the letter. Failure to follow can result in actions including termination of leases and agreements.

Support and Respect Each Other

As a member of the Spur campus, Spur has an unwavering commitment to a sustainable, healthy, safe and creative environment, free from harassment, discrimination, misconduct, and retaliation.

The following are the guiding principles for our community:

Inclusion: Spur is a place for all, we not only embrace diversity, but we also thrive on it. This is a safe inclusive campus, for our visitors, staff, partners, and tenants.

Authenticity: As an extension of an institution of higher learning, we're expected to be purveyors of objectivity. We expect honesty and authenticity of ourselves, partners and tenants.

Innovation: Spur fosters an innovative mindset by aligning our vision with our actions. By acting as an incubator, accelerator, and a community of thinkers and doers, we cause a ripple effect that helps make ideas a reality. This goal extends to our partners and tenants.

Engagement: Spur exists to foster lifelong learning, and this means ensuring as wide an audience as possible connects with fresh content, real professionals, and new experiences. By being the engaging intersection of food, water, sustainability, and health, we'll showcase the CSU system in an entirely new way, giving students and visitors reasons to return.



The following are the general rules and expectations for the use of space at Spur. The use of Tenant will refer to tenants, program partners and affiliates who office permanently or temporarily at Spur. Premises will be defined as any building or space at Spur.

- **Conduct**

Tenant shall not conduct its practice or business, or advertise such business, profession or activities of Tenant conducted in the Premises in any manner that violates local, state, or federal laws or regulations.

- **Culture**

CSU Spur is creating an ecosystem of a variety of different types of people and organizations. We are not a commercial leasing office, and Tenants and CSU Spur staff should be seen and treated as partners, collaborators, and colleagues.

- **Family- and Youth- Friendly**

CSU Spur hosts a variety of ages. Families and young people are welcome in our facilities, and Tenants are expected to respect and welcome all ages to our community. Please contact the General Manager if you have any questions or concerns.

- **Sustainability**

CSU Spur is a place that focuses on sustainability in all facets of our work.

Waste: Please be sure to place waste in the correct containers (trash, recycling, compost). If you have questions about what goes in each stream, please ask.

Water: Please try to help us save water and take advantage of our water bottle refill stations.

Energy: Our buildings are very energy efficient, but we always can use your help. Please contact us for tips on how to reduce your energy use.

Batteries: We have battery chargers in the break rooms that you are welcome to use (for rechargeable batteries only!). We also have containers for used batteries to be recycled in each break room. Please do not throw used batteries away!

Office Supplies: We have a list of more sustainable office supply options. Please contact Tami McDonald tami.mcdonald@colostate.edu for more information.

Disposable plates, bottles, etc.: CSU Spur strongly discourages the use of disposable plates, cups, utensils, and water bottles. Please feel free to use the dishes in the break room, and take advantage of our water bottle refilling stations. We also have cloth towels in the break rooms that are laundered weekly, so please minimize your use of paper towels.

- **Do your dishes / Take care of your food**

This is self-explanatory. Unless the dishwasher is running, please do not put dishes in the sinks. If the dishwasher is clean, please unload it. If you place food in a refrigerator, please label it with your name and date. Refrigerators will be cleaned out regularly if food is unlabeled. Please clean up any spills, including in the microwaves.

- **Clear Hallways and Stairways**

Tenants shall not obstruct or use for storage, or for any purpose other than ingress and egress, the sidewalks, breezeways, entrances, passages, courts, corridors, vestibules, halls, elevators, and stairways of the Premise. No furniture may be placed in these areas, either temporarily or permanently, without permission from CSU Spur General Manager.

- **Noise**

Tenant shall not make or permit any noise, odor or act that is objectionable to other occupants of the Premise or to emanate from the Premises and shall not create or maintain a nuisance thereon. Tenant shall not operate any audio equipment or similar instrument in such a manner as to overly disturb and annoy other tenants of the Premise or the neighborhood.

- **Events**

Tenants understand that on occasion there will be activities and special events being held by each of the Tenants of the Building. These activities and special events must be planned ahead of time and approved by the appropriate Spur team member to be added to the internal calendar and communicated to other tenants as needed.

- **Locks**

No additional locks or bolts of any kind shall be placed upon any of the doors or windows by the Tenant, nor shall any changes be made in existing locks or the mechanism thereof. Tenant must upon the expiration of its tenancy restore to Landlord all keys to the Premises.

- **Let the light in**

CSU Spur was designed to maximize daylight inside the buildings, both for occupant satisfaction and to minimize energy use. Please do not block doors, windows, glass doors, lights and skylights that reflect or allow light into the halls or other places of the building.

- **Hanging Items**

Please use small nails, Command Strips, and picture hooks for hanging items on drywall office walls or contact the General Manager for assistance in hanging any items. Command hooks may be placed on the back of office doors for hanging small items such as coats. To hang anything on brick, please contact the General Manager for assistance. No painting or other modifications to the walls are permitted. The expense of any breakage, stoppage or damage resulting from a violation of this rule by the Tenant shall be borne by the Tenant.

- **Equipment, Moving, and Furniture**

CSU Spur shall approve the weight, size and position of all fixtures, equipment and other

property brought into the buildings, and the times of moving, which must be done under the supervision of CSU Spur. CSU Spur will not be responsible for any loss of or damage to any such equipment or property from any cause. All damage done to the building by moving or maintaining any such property shall be repaired at the expense of the Tenant. Please immediately report any damage to the General Manager. All equipment shall be installed as required by law, and in accordance with and subject to written approval received on written application of Tenant. If additional furniture items are needed Tenant must get approval from Landlord prior to bringing into the building. New furniture must be procured from an approved furniture vendor or Workplace Resources. Please contact the General Manager for information on ordering, large deliveries, and the requirements for moving companies.

- **Access to Building**

All Tenants are provided access or visitor cards and keys to the spaces to which they are allowed access. If you need access to additional areas in the facilities, please contact the General Manager. Lost visitor cards should be reported immediately. Replacement cards incur a fee of \$25.

- **Pets**

We love animals, but due to the work and research being facilitated at Spur, the campus is a pet-free campus. Please bring pictures of your pets instead.

- **Signage**

Because we want to maximize educational impact, no signs or notices are allowed in a public area of CSU Spur without approval from the Spur team. To maximize visibility as well, this includes anything on the glass (inside or outside) of offices, suites, and labs. CSU Spur will take down any signage placed on the glass of an office, lab, or suite that has not been approved. Please see the CSU Spur Staff Resources page for more signage guidelines.

- **Mail / Deliveries**

Mail and packages in the Hydro building will be delivered to the Mail Room located on the first floor in the south wing. Please check this location regularly for packages and deliveries. After receiving packages, please break down boxes and place them in the recycling dumpsters. Please do not leave them for someone else to clean up.

Where do you go if you have a question about the guidelines?

Please direct all your questions to
Tami McDonald, Spur Special Assistant
Tami.McDonald@colostate.edu