

ASPIRE IITB RESEARCH PARK FOUNDATION

ASPIRE IITBRPF Booking Guidelines

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IITB Research Park Foundation,
11th Floor, Research Park Building,
IIT Bombay campus, Powai, Mumbai – 400076
www.iitb.researchpark.in

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PURPOSE

These guidelines are issued to ensure smooth operation of events, the safety and comfort of all users and occupants, protection of infrastructure, and the optimal use of amenities within the ASPIRE - IITB Research Park Building. All users booking venues/amenities are required to strictly adhere to these rules to safeguard the integrity of the ASPIRE - IITB Research Park*'s infrastructure. Failure to comply may attract penalties, additional charges or denial or restriction of future use.

**For the purpose of this document, the terms "ASPIRE", "IITB Research Park", "IITBRPF" and "Research Park" shall be used interchangeably and shall refer to the same entity.*

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BOOKING PROCESS-Public User

Submission of Booking Request: Any IIT Bombay Department, or external industry intending to book any ASPIRE amenity must submit a formal request via the booking link (<https://iitbresearchpark.com/book-room/>)

Booking Details: Once the booking form is submitted successfully, the user will receive a booking email. In this email, the user shall receive booking details, instructions for completing the required documentation, and other required forms.

Tentative Booking: The requested booking shall be tentatively blocked until further formalities are completed and is further approved by the ASPIRE Finance Team.

BOOKING PROCESS-ASPIRE Member Companies

Submission of Booking Request: Any ASPIRE Member Company intending to book any ASPIRE amenity must submit a formal request via the Zoho Member Portal (<https://aspireiitbresearchpark.zohocreatorportal.in/>).

The first three bookings for Meeting Rooms and the Board Room on the 8th Floor are complimentary for ASPIRE Member Companies. Subsequent bookings (from the fourth onwards) will be billed according to the applicable rates.

GENERAL GUIDELINES

Eligibility and Advance Booking

- Bookings are open to IIT Bombay Departments, ASPIRE member companies, and external industry partners.
- All bookings are subject to availability and approval.
- Booking requests must be submitted sufficiently in advance (minimum 7–14 working days prior to the event).
- Short-notice requests will be considered subject to availability and administrative approval.

Compliance & Liability

- The event organizer shall be solely responsible for ensuring compliance with all guidelines.
- Failure to comply may result in penalties, recovery of damages, cancellation of the event, and/or restriction on future bookings.

Authority of ASPIRE-IITB Research Park Foundation

- ASPIRE Research Park reserves the right to amend these guidelines from time to time as deemed necessary. All the stakeholders will be informed seven (7) working days in advance.
- The decisions of ASPIRE Research Park management regarding the use of facilities, compliance, and any disputes arising from these guidelines will be final and binding.

Timings

- The amenity must be vacated within the approved time slot.
- Additional charges may apply for overtime usage.

Force Majeure

- ASPIRE reserves the right to cancel or reschedule bookings due to unforeseen circumstances beyond its control.

Event Preparation

- Event preparation or setup at the booked amenity shall be permitted only after 6PM, a day prior to the event, subject to availability and prior approval.

SECTION A: INFRASTRUCTURE & FACILITIES GUIDELINES

Cleanliness & Waste Disposal

- All waste generated during an event (e.g., food wrappers, bottles, cups, tissues, packaging material, etc.) must be disposed of in designated waste bins provided in the event space.
- Littering anywhere within the premises is strictly prohibited. All event-related waste, such as food wrappers and packaging must be promptly removed.

Prohibition of Food and Beverages in Designated Areas

- Consumption or carrying of food and beverages is strictly prohibited inside the auditorium, breakout rooms, and all meeting or conference rooms.

Protection of Flooring & Surfaces

- Spilling food, beverages, or any other material on carpets, tiled flooring, or finished surfaces is not permitted.
- Any accidental spillage must be reported to the facilities team immediately for prompt cleaning and damage prevention.

Handling of Furniture and Equipment

- Furniture, fixtures, and fittings provided must be handled with due care. No heavy and sharp objects should be placed on them.
- Moving and/or altering the furniture and equipment in any manner within the venue without prior consent is prohibited.

Use of Freight Lift

- All heavy materials, including decoration items, equipment, and food-related supplies, must be transported exclusively through the designated freight lift. Under no circumstances should passenger lifts be used for carrying heavy items.

Pre-Event Visit & Entry Protocol

- On the day prior to the event, all representatives visiting for arrangements must sign the reception register upon arrival. They are expected to maintain professional and respectful conduct toward all ASPIRE staff and security personnel at all times.

Restroom and Sanitation

- Restrooms must be used responsibly, and users are expected to maintain them in a clean condition.

- Improper disposal of sanitary waste or any misuse of restroom facilities is strictly prohibited.

Restricted Areas

- Participants and event organizers must use and remain within the designated event spaces. Any use of non-booked areas or common areas without prior approval is prohibited and shall attract additional charges.

Parking Regulations

- Vehicles must be parked only in designated parking areas as identified by the Research Park team and instructions of security personnel must be strictly followed.
- Unauthorized parking in restricted zones, fire exits, or emergency lanes will be penalized.

Use of Electrical Facilities

- Electrical sockets within booked venues should only be used for event-related requirements.
- Use of sockets in corridors, atriums, terraces, or common areas are expressly barred.
- Temporary power supply must be taken only through designated electrical panels in coordination with the facilities team.
- All cabling, metering, and connections beyond the panel shall be arranged by the event organizer.

Electrical Load and Equipment Safety

- Event organizers must submit a list of electrical equipment and their load at least five (5) working days in advance for approval (through the 'Booking Request Form'). Last minute changes or requests shall not be accommodated.
- Overloading the electrical system, bypassing of meters/protective devices or any unauthorized use of the electrical equipments is strictly prohibited.
- Organizers/users must not exceed approved electrical load.

Safety, Compliance & Penalties

- All electrical equipments used by the organizers must comply with applicable safety standards and be in good working condition.
- The Research Park team reserves the right to immediately disconnect power supply in the event of unsafe wiring, overloading, or unauthorized connections.

- Any damage to infrastructure including electrical panels, sockets, flooring, walls, furniture, or any other property will be assessed and the cost of repairs or replacement will be recovered from the event organizer.
- The Research Park shall not be responsible for any loss, damage, or injury resulting from event-related equipment or installations or electrical connections.

Housekeeping, Restoration & Handover

- Organizers/users must ensure that the venue is returned to its original condition immediately after the event. All materials, decorations, and waste must be removed from the premises on the same day of the event or within twelve (12) hours from the conclusion of the event, whichever is earlier.

Prohibition of Adhesives and Fixings

- Use of nails, screws, pins, tapes, stickers, adhesives, hooks, clamps, or similar materials on walls, doors, ceilings, glass panels, flooring, furniture, or fixtures is strictly prohibited. This includes posters, banners, branding material, standees, cables, decorative items, or temporary installations.
- Any damage caused due to such fixing will result in recovery charges of Rs. 5000/- (Rupees Five Thousand Only).

Fire Safety

- Live cooking, live kitchens, open flames, gas cylinders, portable stoves, chafing dishes with fuel, barbeques, tandoors, candles, diyas, sparklers, fireworks, or any fire-generating equipment or activities are strictly prohibited within the Research Park premises.
- These restrictions shall apply under all circumstances due to fire and safety risks.

SECTION B: IT & AV GUIDELINES

Authorized Operation and Use of the AV Equipments

- Only authorized personnel from the Research Park IT Team are permitted to operate in-house AV equipment. Organizers/users must nominate one team member to coordinate with the said authorized person.
- A dedicated POC from the user/client team is mandatory for every event. Event management vendors will not be considered as the official POC.

Handling of AV Equipment

- Users and event management teams must not unplug, rewire, or modify or alter the AV equipment in any manner without prior approval from the Research Park IT Team.

Use of External AV Equipment

- AV Equipment used by the event organizers will not be supported by the ASPIRE IT team, either for technical support or otherwise. External teams must not disturb or interfere with existing Research Park AV infrastructure.

Advance Submission of AV Requirements

- All AV requirements including presentations, videos, audio files, virtual connectivity, etc., must be shared at least 24 hours in advance. Compatibility checks will be conducted based only on requirements shared within this timeframe.

Dry Run / Rehearsal /Demos

- A dry run or rehearsal is strongly recommended for events that organizers consider large or high-profile, and should ideally be conducted one day prior to the event. Requests for a dry run must be submitted at least three (3) days before the event date. Organizers of smaller or non-high-profile events may also schedule a dry run one day prior to the event, provided that a request is submitted in advance. No changes to the AV setup will be accommodated on the day of the event or during the live event.
- All requests for product or service demonstrations shall be scheduled exclusively within regular working hours, concluding no later than 6:00 PM. Requests submitted outside of these standard operating hours will be processed on the following business day.
- Except in the event of a bona fide emergency or with prior written authorization, the organizers shall refrain from contacting ASPIRE's engineers, technicians, or technical personnel via telephone or voice call outside of designated working hours or scheduled event hours. Non-urgent inquiries outside these hours must be directed via email or standard ticketing channels to be addressed during the next regular business period.

Food & Beverage near AV Equipment

- Food and beverages are not permitted near AV equipment. Full meals or lunch-style food are strictly prohibited near AV systems.

Reporting Technical Issues

- Any technical issues must be reported immediately to the Research Park IT Team for timely assistance and resolution

Care of Equipment

- Organizers/Users must ensure careful handling of all AV equipment and accessories, including HDMI cables, power cables, and connectors, throughout the duration of use.

Miscellaneous

- The ASPIRE team shall bear no responsibility or liability for, the processing, handling, execution, or fulfillment of any printout or printing-related requests. All printing requirements, shall be the sole responsibility of the respective requesting team or designated event organizers.

SECTION C: FINANCE & COMMERCIAL GUIDELINES

Approval Requirement

- All bookings for chargeable facilities and amenities must receive prior written approval from ASPIRE Management via official email or a formal request letter.
- Verbal requests, including those made over phone calls, will not be accepted.
- Requests submitted through WhatsApp or any other informal communication channels will not be entertained.
- Any request made without written approval will be considered invalid.

Charges & Billing

- Amenities will be charged in accordance with the officially approved rate card published or issued by ASPIRE. Charges shall be applied on an hourly, daily, or event basis, as applicable.
- Users are advised not to rely on any verbal communication regarding applicable charges. ASPIRE will communicate all charges strictly through official written correspondence only.
- Additional charges, as applicable, may be levied and billed separately for any supplementary services including but not limited to housekeeping, security, AV support, power backup, etc.

Advance Payment, Invoicing & Payment Timeline

- All the amenity charges must be paid in advance prior to the scheduled usage. Balance payments, if any, must be made within the timeline specified in the invoice.
- An advance refundable Security Deposit shall be applicable of Rs. 10,000/- (Rupees Ten Thousand Only) on Auditorium Bookings and of Rs. 5,000 (Rupees Five Thousand Only) on all the other amenities shall be applicable on bulk bookings.

"Bulk Bookings" refers to large-scale event reservations made for one or more days that include either: (i) the Auditorium or Breakout Rooms alongside at least two additional meeting rooms; or (ii) a combination of three or more meeting rooms.

Cancellation Policy

- **Bulk Bookings:** Any cancellation made within 72 hours prior to the scheduled event date shall be subject to a 50% deduction of the booking amount.
- **Other Bookings:**
 - Cancellation requests made at least 24 hours prior to the scheduled event date will be accepted without any charges.

- Requests made within 24 hours of the scheduled event date will result in the forfeiture of the entire booking amount.

Rescheduling Policy

- For bulk booking, the following policy shall apply:
 - Rescheduling requests must be submitted at least 15 days prior to the scheduled event date.
 - The event may be rescheduled once, subject to venue availability, within 90 days from the original event date or on or before 31st March of the respective financial year, whichever is earlier.
 - Rescheduling requests received less than 15 (fifteen) days before the scheduled event date will be treated as cancellations and will be governed by the applicable cancellation policy set forth in Section A.
- For other bookings, rescheduling requests made at least 24 hours prior to the scheduled event date will be accepted without any charges.

Damage, Recovery & Liability

- Any damage caused to amenities, furniture, fixtures, or equipment during usage shall be recoverable from the user company.
- Costs towards repair or replacement shall be billed separately.

Compliance & Audit

- All amenity-related financial transactions are subject to internal audit and statutory compliance requirements.
- Users must cooperate by providing any information or documentation required for audit purposes.

Amendments

- IITB Research Park Foundation reserves the right to modify charges and financial guidelines from time to time.
- Updated guidelines shall be communicated to all stakeholders.

SECTION D: BRANDING, COMMUNICATION & MARKETING GUIDELINES

Use of ASPIRE – IIT Bombay Research Park Foundation Name, Logo & Brand Identity

- The name, logo, and brand identity of ASPIRE – IIT Bombay Research Park Foundation (IITBRPF) may be used only for ASPIRE-led initiatives, formally approved co-branded events, events or activities where prior written approval has been obtained from the ASPIRE leadership
- Mere use of ASPIRE premises or amenities shall not imply partnership, co-hosting, sponsorship, endorsement, or affiliation with ASPIRE or IIT Bombay.
- Any unauthorized representation implying institutional association is strictly prohibited.

Signage, Banners & Collateral Placement

- All signage, banners, booths, standees, branding panels, and promotional material must be placed strictly within the officially allotted event area. Organizers are required to obtain prior permission from IITBRPF for any placement of such materials beyond the designated area.
- Branding or promotional displays are not permitted in common areas, corridors, atrium, lobbies, lift area, entry points, areas beyond the booked venue.

Photography, Videography & Recording

- Photography, videography, and audio/video recording activities must be restricted to the booked event area only.
- All recording activities must comply with IIT Bombay (<https://www.iitb.ac.in/functions-publications-and-public-relations-office>) and IITBRPF norms and policies.
- Any public or external use of photographs, videos, or recordings that reference or identify ASPIRE IITBRPF must be appropriately contextualized and/or coordinated or acknowledged, where applicable.

Public Communication & Event Promotions

- Event organizers may independently promote their events through their own channels. However, any communication that uses, references, or implies association with ASPIRE IITBRPF, including but not limited to invitations, posters and creatives, emails, press notes, websites, social media posts, digital or print advertisements must be shared with the ASPIRE Marketing Team for alignment prior to circulation to ensure accuracy, consistency, and protection of institutional identity.

Use of ASPIRE Name or Logo by External Partners

- External partners, i.e. any entity other than IITB or IITBPRF, sponsors, vendors, or collaborators may use ASPIRE's name or logo only where specific written approval has been granted for branding or co-branding purposes.
- Alteration, distortion, resizing, recoloring, or unauthorized adaptation of brand assets is strictly prohibited.
- Approved brand assets must be used strictly as per the prescribed brand guidelines.

Social Media & Digital Engagement

- Event organizers are encouraged to tag ASPIRE – IIT Bombay Research Park Foundation in relevant social media and digital content.
- Where appropriate, the ASPIRE Marketing Team may support amplification through official ASPIRE digital platforms to enhance ecosystem visibility and outreach.
- Amplification is discretionary and subject to content alignment and relevance.

Post-Event Summary & Documentation (Recommended)

Organizers are encouraged to share a brief post-event summary with the ASPIRE Marketing Team, including event highlights, key outcomes, select photographs or media assets to support institutional documentation, reporting, archival records, and showcasing of ecosystem activity.

Branding & Communication Point of Contact (POC)

- For ASPIRE-led or co-branded events, nomination of a dedicated Branding & Communication POC is mandatory.
- For member-led or external events, nomination of a POC for coordination with the Marketing Team is strongly recommended.
- The POC shall be responsible for all branding, communication, and promotional coordination.

Non-Compliance & Corrective Measures

- In case of non-compliance with branding, communication, or marketing guidelines, ASPIRE IITBPRF reserves the right to remove/report any unauthorized branding or communication material, undertake corrective action to restore institutional decorum and/or restrict future use of branding or amenities.

ANNEXURE: EVENT MANAGEMENT RESPONSIBILITIES – ASPIRE & EVENT ORGANIZER

Responsibility Matrix

Stage	Activity	Responsibility of ASPIRE (IITB Research Park Foundation)	Responsibility of Event Organizer
Pre-Event	Booking Request	Receive booking requests	Submit formal booking request and event details
	Availability & Tentative Booking	Verify availability of venue and tentatively confirm booking	Await confirmation before proceeding with arrangements
	Invoice & Payment	Issue Proforma Invoice and confirm booking after payment	Make advance payment as per terms
	Infrastructure Coordination	Coordinate venue readiness and infrastructure availability	Provide event setup and infrastructure requirements
	Electrical Requirements	Review and approve electrical load requests	Submit equipment list and electrical load details at least 5 working days in advance
	AV Coordination	Provide authorized IT personnel to operate in-house AV systems	Share AV requirements at least 24 hours in advance and nominate an event POC
	Branding & Communication	Review and approve use of ASPIRE name, logo and brand references	Seek prior approval for any communication referencing ASPIRE
	Event Communication	Marketing team reviews promotional material referencing ASPIRE	Share invitations, posters, creatives or social media posts referencing ASPIRE before circulation

Stage	Activity	Responsibility of ASPIRE	Responsibility of Event Organizer
During Event	Venue Access	Provide access to booked venue and facilities	Use only the approved event area
	AV Operations	Operate in-house AV equipment through authorized IT personnel	Coordinate with IT team through designated POC

Stage	Activity	Responsibility of ASPIRE	Responsibility of Event Organizer
	Compliance Monitoring	Monitor adherence to infrastructure, electrical and safety guidelines	Ensure compliance with all venue guidelines
	Infrastructure Protection	Maintain operational infrastructure and facilities	Handle furniture, fixtures and equipment carefully
	Waste & Cleanliness	Provide waste disposal facilities	Dispose of waste appropriately and maintain cleanliness
	Parking Management	Provide designated parking areas	Ensure participants follow parking rules
	Safety Oversight	Take action against unsafe electrical connections or infrastructure misuse	Ensure equipment safety and approved electrical load usage
	Branding Monitoring	Ensure branding guidelines are followed	Display banners/signage only in approved areas

Stage	Activity	Responsibility of ASPIRE	Responsibility of Event Organizer
Post-Event	Venue Inspection	Inspect venue and infrastructure condition	Ensure venue is restored to original condition
	Damage Assessment	Assess and communicate repair/replacement costs	Bear cost of damages caused during the event
	Billing	Issue final invoice for additional services if applicable	Clear outstanding payments within specified timeline
	Documentation	Archive event records where applicable	Share post-event summary and photographs (recommended)
	Compliance Review	Evaluate adherence to guidelines for future bookings	Maintain compliance to avoid penalties or restrictions

Event Organizer – Do's & Don'ts

DOs

- Submit booking requests **7-14 working days in advance**.
- Provide **complete event information** through the prescribed form.
- **Make advance payment** before the booking is confirmed.
- Nominate a **dedicated Point of Contact (POC)** for coordination.
- Submit **electrical equipment details at least 5 working days prior to the event**.
- Share **AV requirements at least 24 hours before the event**.
- Conduct **dry run/rehearsal for large events** where required.
- Dispose of **all event waste in designated bins**.
- Ensure **participants remain within the booked event space**.
- Follow **parking instructions issued by security personnel**.
- Obtain **approval before using ASPIRE name, logo or branding**.
- Restore the **venue to its original condition after the event**.

DON'Ts

- Do not proceed with an event **without written booking confirmation**.
- Do not rely on **verbal approvals or informal communication channels**.
- Do not **exceed approved electrical load or create unauthorized connections**.
- Do not **move furniture or equipment without prior approval**.
- Do not transport **heavy materials through passenger lifts** (use freight lift).
- Do not consume **food or beverages in restricted areas such as auditoriums or meeting rooms**.
- Do not use **nails, adhesives, tapes, or fixings on walls, floors, furniture, or fixtures**.
- Do not install **branding material in common areas, corridors, or lobbies**.
- Do not **tamper with or operate AV equipment without authorization**.

- Do not bring **open flames, cooking equipment, candles, fireworks, or gas cylinders** into the premises.
- Do not leave **decorations, materials, or waste after the event.**
- Do not imply **association or partnership with ASPIRE or IIT Bombay without written approval.**