

**TOWN OF ENFIELD
BUSINESS INFORMATION
TECHNOLOGY INCUBATOR**

The BITI is located in the Thomas G. Alcorn School,
1010 Enfield Street in Historic Thompsonville

BITI REQUEST FORM

The Mission

The mission of the Business Information Technology Incubator (BITI) is to be the “go to” place for meeting and working space; to provide opportunities and resources and to provide information technology advice and solutions for new and expanding Town of Enfield business owners to succeed in today's connected world.

The Philosophy

The philosophy of the BITI is to share knowledge and provide IT resources to local Enfield businesses to foster growth and success.

Location

The BITI is located in the Thomas G. Alcorn School, 1010 Enfield Street in the Historic Thompsonville District and has three rooms available for businesses in Enfield.

Three BITI Services

The BITI offers three types of services to Enfield businesses:

1. Workspace and meeting space for professionals to work and meet;
2. computer lab for training classes and
3. information technology consultation service.

Here are the details for each of the three service offerings to all Enfield businesses and their employees.

BITI REQUEST FORM

YOUR BUSINESS INFORMATION

Name	Date
Title	
Business Name	
Address	
Best Phone Number	Email

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Looking for the following services?

Fill out the area of the form that applies with the appropriate color below to make it quick and easy for you.

Use of computer lab to work – no fee

Use of a meeting space – room reservation fee

Attend training classes – \$20 per class

Information technology consultation services – welcome Inquiries

Open Room Workspace in Computer Lab: The use of the open workspace is located in the computer lab and is a free service available for any Enfield business person from 8:00 a.m. – 2:45 p.m. Monday through Friday with a prior appointment.

Date Needed

Arrival Time

Departure Time

Meeting Space: We are excited that the BITI has four different types of rooms available to Enfield businesses and are available from **8:00 a.m. – 10:00 p.m. Monday through Fridays.**

- Training Sessions, Room 205
- Computer Lab, Room 205
- Classroom, Room 207
- Conference Room, Room 217
- Team Building, Room 209

The following are the nominal fees to reserve a room. Fees will be used to reinvest in the rooms to maintain and ensure that technology updates, hardware and software are available for your use.

- \$50 for a four hour minimum
- \$15 per hour for each additional hour
- Will need a current insurance certificate naming the TOE as the certificate holder, see below agreement information for more details.

The fee must be paid prior to event and made payable to **Town of Enfield**. Please provide a minimum of one week notice and contact Development Services at developmentsservices@enfield.org to reserve along with this form. Development Services will provide you with additional room reservation details. Rooms fill up fast and are on a first come basis so please provide alternative dates and times with your request. If you need to cancel a room reservation, a 5 business day notification is required. There are no refunds after 5 business days. If your meeting is held between 4:00 p.m. to 10:00 p.m., please coordinate arrival instructions with Development Services at developmentsservices@enfield.org. Development Services will contact Head of Building and Grounds at Public Works for a custodian or individual that may already be on property that evening to remain through the length of the reservation. If a custodian is needed, there may be a fee added to the room fee.

Date Room Needed

Type of Room Needed – Room Number

Arrival Time

Departure Time

Type of Meeting

Purpose of meeting

Meeting Coordinator Name

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Coordinator's Email		
Coordinator's Cell		
Amount of check enclosed		
Need Handicap Access?	Yes	No

Please Note Additional Information:

Training Classes: We offer training opportunities for Enfield businesses and their employees. These classes are held between 8:00 a.m. – 4:00 p.m. Mondays, Wednesdays, Thursdays and Fridays.

Please provide a one week notice and email this form to Development Services at developmentsservices@enfield.org to reserve. Easy prepayment and preregistration is coordinated with Development Services staff. We will also provide you with additional class reservation details.

To view class schedule, please visit www.ThinkEnfield.com and review Business Event's Calendar. Additional classes are offered per request (please see the list below). The fee to attend a class is \$20 per person per class. If you need to cancel your class attendance, a 2 business day notification is required. Your fee will be applied to your next class which must be scheduled within the next 6 months. No refund or credit will be issued 24-hours or less before your class. Due to possible weather conditions, please call 860-253-5170 to hear of any school cancellations for all Enfield Public Schools or Alcorn School.

Please select current classes you are interested in attending and provide information.

Beginner Excel	Microsoft Excel for Intermediate Users
Microsoft Excel for Advanced Users	Excel Formulas & Functions
iPad 101	Microsoft Calendar
Microsoft Word	Microsoft Power Point
Microsoft Outlook	One Drive for Business and the 0635 Formula
Number of attendees	Lync
Amount of check enclosed	Custom Class For My Business
Office Contact Name	
Office Contact Email	
Office Contact Number	

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Names of attendees

Please Note Additional Information:

What's on Your IT Mind: Information Technology Consultation Services

IT Consultant services are available between 8:00 a.m. – 4:00 p.m. Monday through Friday. Here are the most requested services we offer:

- Webmaster (website solutions, design consideration)
- Network Administrator (infrastructure)
- Desktop Technician (end user devices)

Our goal is to respond to any request within 24-hours.

General consultancy service questions that take about 15 to 20 minutes are complimentary. If you need to make an appointment for more in-depth help and advice, a \$75.00 per hour consultancy fee is charged. How great is it to have someone to turn to for IT advice right here in town?

A couple of things to think about as you are collecting your thoughts. Please answer the following questions

- What type of IT question do you have?
- Is it a website solutions or a design question?
- Is it a network, infrastructure question?
- Do you need desktop advice with using your devices?
- Do you need answers to questions that are a global or strategy nature?

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What is your IT question in detail?

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BITI TERMS OF SERVICE

AGREEMENT DETAILS:

- Please check in at the front office upon arrival. Since this is an education facility, we require proof of ID. Please bring your driver's license with you. This will be returned to you upon checking out.
- No food or beverages are allowed in the computer lab; however, food is allowed in the meeting rooms, please clean up after.
- The lab computers do have a flash drive portal and the Microsoft Office on them. You are welcome to bring your own laptop.
- Parking is located in the back parking lot only. Please enter in the front of the building...no back entry allowed.
- Rooms are handicap accessible. Please note on BITI request form if you need handicap accessibility to make it convenient for your entry.
- The business or professional person using the BITI shall be responsible for any damage to equipment or building that may occur.
- No use of tobacco, smoking, alcoholic beverages or unauthorized controlled substances allowed or permitted in or on property.
- No illegal activities are permitted in or on property.
- WiFi is available for those who bring in wireless computer devices.
- Subject to section 54-1 et seq. of the Town Code, the Town Council and the Board of Education permit the use of any Facility for non-profit, educational or co-unity purposes.
- A fee may occur for any custodial personnel, security personnel or other personnel deemed necessary by the Assistant Town Manager, Development Services in connection with the use of BITI.
- Users of the BITI must designate a responsible adult supervisor to: be on site before the first participant has arrived; remain throughout the event; and not leave until after the last participant has left the Facility. Supervisors must have cell phones with them during the event.
- For ongoing business meetings; a business may need to provide Business Liability Insurance. The certificate of insurance are as follows:
 - General Liability - \$1,000,000 Each Occurrence; \$2,000,000 Aggregate
 - Automobile Liability - \$1,000,000 Combined Single Limit
 - Users having either volunteer workers or paid employees must provide Workers Compensation coverage, including Employers Liability Coverage in the amount of \$100,000/ 500,000/100,000.
- Decorations or other materials that promote the use of illegal drugs, tobacco products, or alcoholic beverages are not permitted.
- Activities that are disruptive of the regular ongoing facility are not permitted.
- Nothing shall be sold without Coordinator's approval.
- Any area other than the room requested is "off limits" and shall not be used.
- User is responsible for checking with local fire marshal to ensure the activity complies with fire regulations.
- Not responsible for lost or stolen items while using the BITI or facility.

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By checking the box, you agree that you have read, understand, and accept the terms and conditions described above (the "Terms of Service") and you agree to be bound by these terms and guidelines.

NAME (Printed)

TITLE

SIGNATURE

DATE

**Please email this BITI Request Form to
Development Services at
developmentservices@enfield.org.**

To learn more about the new Town of Enfield Business Information Technology Incubator (BITI) at Thomas G. Alcorn School, 1010 Enfield Street in Historic Thompsonville District, Enfield businesses, please contact **Development Services at 860-253-6385** or visit the **BITI** at thinkenfield.org.