The following policy is intended to enhance security and protect intellectual property of the GIX community in the Steve Ballmer building.

Check-in
All visitors, even regular visitors and friends of GIX, must check-in at the front desk upon arrival each time they visit GIX. If you are hosting a visitor, you must be listed in the Receptionist tool, and identified as the host during the visit. Visitors are not permitted to be in the building without a GIX host unless they attending a GIX-sanctioned event and must check in upon every visit.

Badges
Everyone must wear a badge while at the GIX Steve Ballmer Building. UW students, faculty, and staff of should display their Husky Card on a lanyard or clip. Visitors should wear the adhesive nametag provided to them when they check in at the front desk. Lanyards are available for large groups of visitors. GIX community members are encouraged to ask guests to display their badges or direct them to the reception desk to check in if they have not already. Do not share your Husky card or Prox card with anyone.

Building Hours
Business hours are Monday – Friday, 9:00 a.m.- 5:00 p.m. during the regular UW operating schedule (see UW holiday calendar for scheduled holidays). Please note that the Makerspace maintains separate hours and policies; please consult the Makerspace Manual or Director Nicholas Ames for details.

Hosting Guests
Guests may visit during business hours only, unless attending a GIX-sanctioned event or access is preapproved by GIX ahead of time (complete a Building Access Request form and return to Facilities Manager Anthony Pumilia for approval prior to visit). Guests must check at the front desk for each visit regardless of purpose or duration. GIX reserves the right to bar individuals who do not adhere to policy and/or revoke the right to host guests if visitors or their hosts do not act professionally or adhere to building policies during visit.
Occupant Responsibilities:

- **Ensure all visitors check-in at the front desk each time they visit GIX.** This includes regular visitors, former MSTI students, Consortium members, etc.

- **Wear a badge** while at the GIX Steve Ballmer Building. UW students, faculty, and staff should display their Husky Card on a lanyard or clip. Ensure that visitors wear the adhesive nametag provided to them when they check in at the front desk. Do not lend or share your Husky Card or credentials with others.

- **Arrange for your visitors to visit during business hours only** (Monday – Friday, 9:00 a.m.- 5:00 p.m.) or complete a Building Access Request form and return to Facilities Manager Anthony Pumilia for approval prior to visit. After hours visitors must be preapproved unless attending a GIX-sanctioned event or access is preapproved by GIX ahead of time.

- **Do not let others into the building before or after hours.** If you come across someone without a badge during business hours you can take them to the front desk and ask them to check in at the reception desk or contact a staff member. If you cannot get a hold of anyone, do not hesitate to ask them to leave.