

## Be respectful of the space

- People do work here, always bear that in mind
- Introduce yourself; we want to get to know you!
- Treat the space, members, and guests with respect – goes without saying.
- Don't do anything that compromises the security of the space
- Communicate your comments, concerns, suggestions, and questions with the owners as much as possible, this is your space as much as it is ours and our wish is to improve it for us all
- Always take your keycard when leaving the space. If you get locked out you'll need to disturb someone who's working.

## Noise pollution alert!

- After all this is a work environment
- Even if something awesome happens, try to keep it quiet and tweet it to @nest71s, so all of us can see it
- Turn off your phones ring tones
- Always take your cellphone with you when you're going away from your desk. We're not responsible for any damage (to your cellphone or reputation) in case it rings/ vibrates and there's no one to pick up.
- If you're having an impromptu meeting with three or more people, please try to use the conference room, kitchen area, or outside.
- Headphones magic

## Use of conference rooms

- Conference Rooms can be reserved using the online calendar.
- If no one has reserved the space, it is available on a first come, first serve basis.

## Keep It Clean

*You'll get a gold star for it and it'll help the space run smoothly*

- Please keep your desk clean and tidy
- Please wash the dishes after use
- Please eat in the kitchen
- Please clean up after yourself and your guests (at your workstation, in the kitchen, in the conference room)
- If something is broken, please let us know, we have lots of duct tape

- Please label (with your name and date) anything you put in the fridge
- No pets, at least for now
- Please recycle where possible

## Network / Internet

- Use fair network resources
- If you need to download or upload large file let others know or do it when it is not crowded
- WiFi Details are available for all members
- Printer/Scanner/Fax are available for fair use

## Conserve energy

*For a happier workplace and planet*

- Turn off your electrical devices when they are not used actively
- If you are the last leaving the space, turn off the lights
- The space will be kept at reasonable temperatures
- Please do not overheat, or over-cool the space, as it is a waste of precious energy

## Members Wall

- Your names and interests written on the members wall will help establish community and professional cooperation
- You will learn more about each other
- Ask tenants not to bring furniture, as it affects the consistency of the space
- Ask members not to place artwork on the walls without express permission

## No smoking

- If you want to smoke you can do it in the restaurant or outside

## Personal Belongings and Lockers

- We are not responsible for your personal stuff
- Please don't leave your computers or mobile phones unattended
- Take your personal stuff with you when you are leaving
- We encourage you to use the lockers if you want to leave stuff in the space while you're not there

## Meetings

- Members are able to use the entire space for community and business meetings as long as these meetings abide by the parameters set forth in the members agreement