



COhatch House Rules

1. **Respect Others:**
 - Maintain a courteous and professional demeanor. Respect the privacy and workspace of others.
 - Keep noise levels to a minimum. Use headphones for audio and engage in phone calls in designated areas.
2. **Clean Up After Yourself:**
 - Leave shared spaces and meeting rooms tidy. Dispose of trash in appropriate bins and clean up spills immediately.
 - Ensure your personal workspace is kept clean and organized.
3. **Use Facilities Responsibly:**
 - Follow guidelines for using kitchen appliances, meeting rooms, and other shared amenities.
 - Report any maintenance issues or equipment malfunctions to your community manager.
4. **Guest Policy:**
 - All guests must be registered at the front desk. Ensure they follow COhatch rules and are accompanied by you at all times. You are responsible for your guests while they are visiting COhatch.
5. **Security and Access:**
 - Please ensure you do not allow anyone into COhatch that you do not know personally.
 - Maintaining a secure environment is a collective responsibility and your cooperation is essential to upholding safety standards we value.
 - Propping doors open is not permitted.
6. **Internet and Technology:**
 - Use the internet and technology resources responsibly and for work-related purposes. Adhere to COhatch's IT policies.
 - Protect your personal information and respect the confidentiality of others.
7. **Event and Meeting Room Bookings:**
 - Reserve meeting rooms and event spaces in advance through the COhatch booking system.
 - Cancel bookings if no longer needed to allow others to use the space.

Thank you for helping us maintain a positive and productive environment. If you have any questions or concerns, please contact a member of the COhatch team.