

## The Hive 116 House Rules

1. Items that are available for all Coworking Space users - not solely for you.
  - This includes snacks, drinks, office supplies, and more. Be considerate and remember this is a shared space.
2. If you spill something – coffee, tea, whatever – clean it up.
3. When you're having a conversation, be considerate and try to keep the volume down.
  - Please do not have speaker phone conversations. Utilize headphones.
  - If your conversation will be particularly long, plan to utilize the phone booth.
  - We recognize this is an office space, so phone calls and meetings are going to happen. However, please be considerate of others while you complete those calls and meetings.
4. Don't slam doors.
5. Flush the toilet once you've finished.
6. If there's a plumbing issue, please reach out to our Management Team immediately!
7. Fill the printer with paper if it's out. Especially if you're the one responsible for it being out of paper.
  - You can find additional paper on the shelf to the right of the printer. If we're out of paper, please let our Management Team know immediately!
8. Don't eat someone else's food or drink their beverages.
9. Throw out the leftovers! If you're not going to eat them, don't leave them in the fridge.
  - A general rule of thumb: don't leave anything in there for more than 5 days
10. Keep the ringer on your cell phone low or on vibrate.
  - Headphones will help with this if you need a higher ringer volume!
11. If you're at a shared table, be mindful of how wide you spread out. Try to keep your belongings on your end of the table/space.
12. Be friendly.
13. Don't move furniture.
14. Break down your boxes and place them in the recycling bin outside.
15. Don't readjust the temperature lower than 68 or higher than 72.
  - If you notice the temperature is unusually hot or cold, reach out to our Management Team.
16. Throw business to your fellow coworkers! We're all in this together!
17. If someone looks like they are busy and concentrating on something, they probably are and do not want to be interrupted.
18. Help keep your coworking space nice and clean by picking up after yourself and your space.
19. Read your emails from The Hive Management Team.
20. If you are bringing a visitor, please make sure you purchase a Day Pass for him/her.
  - Exception: If you are a Hive 116 Member and a visitor is coming in to meet with you for an hour or less, a Day Pass is not required.