

# WORKSPACE RULES

WELCOME TO THEMERODE WORKSPACE  
A BRAND NEW SPACE FOR YOU, OUR MEMBERS, TO SHARE IDEAS  
AND FIND YOUR FOCUS

- 1. ACCESS** THE WORKSPACE FROM 8 AM TO 8 PM,  
FROM MONDAY TO FRIDAY (NO GUESTS PLEASE)
- 2. BE MINDFUL** OF NOISE BY USING OUR MEETING ROOMS FOR  
MEETINGS AND PHONE BOOTHS FOR CALLS
- 3. BE RESPECTFUL** TOWARDS OTHER MEMBERS AND HONOUR  
THEMERODE'S COMMUNITY SPIRIT
- 4. BE GENEROUS** WITH SPACE: PLACES ARE LIMITED, PLEASE  
DO NOT SAVE A SEAT FOR EXTENDED PERIODS
- 5. BE CONSIDERATE** BY TURNING OFF THE SOUND ON YOUR  
COMPUTER OR PHONE OR USING HEADPHONES
- 6. DO NOT FORGET TO TAKE A BREAK** FOR FOOD AND DRINKS,  
BUT REMEMBER IT IS NOT ALLOWED TO BRING YOUR OWN FOOD
- 7. BE AWARE** THAT ITEMS LEFT UNATTENDED ARE LEFT THERE  
AT YOUR OWN RISK
- 8. SAFETY COMES FIRST...** PLEASE DO NOT LEAVE WIRES IN  
WALKWAYS, CONSUME ALCOHOL, OR DOWNLOAD OR VIEW ILLICIT,  
INDECENT AND/OR ILLEGAL CONTENT VIA THE INTERNET NETWORK
- 9. BE OPEN** TO NEW CONVERSATIONS – WHO KNOWS WHAT  
COLLABORATIONS COULD COME OUT OF THEM!
- 10. ENJOY!** LET'S MAKE THINGS HAPPEN! DO NOT HESITATE TO  
LET OUR TEAM KNOW IF YOU NEED ANYTHING.

