

Office on Main

HOUSE RULES

OUR PROMISE TO YOU

We value having you as part of our community and are committed to doing all we can to make sure that you and all of your fellow members and guests have:

- **A productive and enjoyable place to work** Monday – Friday, 8am – 5pm (or 24/7, depending on your membership)
- **Work space, power, Internet and coffee**
- **Hassle-free use of our meeting and conference rooms if part of your plan.**
- **An incredible community** of smart, friendly and helpful independent coworkers to connect with from all over the community (and beyond!)
- **Opportunities to host** events of your own, including classes, social gatherings and workshops
- **A vibrant, uplifting place to call your professional home**, even if it's just to stop by and say hello
- **Advance notice of any changes** to services, fees or other updates, sent to the email address(es) you've provided us
- **An honest commitment to serve you to the very best of our ability.** That said, we are human and fallible. Should something go wrong, we're really sorry, but Office on Main can't be held legally responsible. If you're hacked while on our network, or if our WiFi goes down,

or if someone steals something from you, it's not on us. We will, however, do whatever we can to help you resolve the issue.

- **An always-open line of communication**, and confidence that you can share with us any and all questions, concerns or ideas. (PS it's info@theofficeforme.com)

YOUR RESPONSIBILITIES

- **Vibe is a workplace; treat the space and your neighbors with respect and consideration.** When you walk out the door, make sure the space is in the same condition (or better!) as it was when you walked in the door.
- **Your stuff is your responsibility.** It's your job to make sure that you do not leave anything at Vibe when you leave, unless it's A) in your private office B) on your dedicated desk or C) in your locker. If you do, and after a reasonable time has passed, we can do what we want with it.
- **Use your own stuff, not your neighbor's.** If you do need something, send up a flare. We're here to help.
- **Participation is an extreme sport.** If you break it, lose it or cause any losses, claims or damages, we're going to have to ask you to make it right.
- **Respect your neighbor's smarts, and they'll respect yours.** When you see something on somebody's monitor or around the printer or on a whiteboard somewhere, forget you saw it. You don't want your client or your ideas made public and neither does your fellow Vibist.

- **Practice kindness.** We have zero tolerance for harassment. Every member and guest should feel welcome, comfortable and productive in our space regardless of race, gender, sexual orientation, gender identity, religion or other personal attributes or beliefs.
- **Think before you click.** No bit torrent or porn. And the Office on Main cannot be responsible for third-party data, websites, links or services. Make sure that you've read and agree to our explicit Data Connection and Internet Terms of Service.
- **Keep it legal.** We have zero tolerance for anyone using the space or resources to conduct or pursue any illegal activities, or any activity that is generally regarded as offensive.
- **Events are great; until they're not.** It's your job to provide us with advance notice prior to hosting any event at the space.
- **Be key smart.** If we've entrusted you with a key code to get into the building and/or space, we've given it to you—not your neighbor, partner or guest. Keep it to yourself, don't make copies and do not allow any guest(s) to enter the space without making sure you're responsible for their actions.
- **Communication is a two-way street.** You're responsible for letting us know right away if there are any changes to your contact and payment information. It's also on you to read the emails we send you with changes to our services, fees and other updates.
- **Parking**
Members and customers must follow all city parking regulations.

ADDITIONAL RESPONSIBILITIES IF YOU HAVE A PRIVATE OFFICE OR DEDICATED DESK

- **Make your space your own!** Personalize things all you want—we love that. Just remember that you're responsible for the full cost and expense if we have to replace or repair anything when you move out.
- **Two's a party; three's a crowd.** If the number of members or other guests regularly using your private office exceeds the number allocated on your Membership Details form, you'll have to pay up. In no event will the number of users exceed two times the number of desks in your private office, no matter how much you pay us.
- **Privacy's great, until it's not.** If you take it upon yourself to install any additional locks to Office on Main property without our express authorization, we will be forced to break them.