



CO-WORKING SPACE POLICY

Hours of Operation: 9am to 7pm (Summer Hours) Winter 9am to 9pm

Monday-Wednesday-Friday

1. Seating in the room will be on a first come, first served basis. No seating will be reserved for anyone.
2. Guest are allowed to meet with you in the center for a reasonable period of time (1hr) Guest will be required to sign in and out from meeting. More than (2) Guest is considered a meeting. Room should be reserved.
3. The center rental is for business related purposes only. No personal events or celebrations are to be scheduled for the center.
4. There will be NO rearranging furniture in the space UNLESS you reserved/paid for the room thru Booking and Room Rental (Please speak to office if unclear)
5. Business 911 is NOT responsible for any items left in space.(Phones,Bags,Computers etc)
6. The Room must be left in proper order, with all paper, trash, cups, etc disposed in the trash receptacles.
7. Smoking is NOT permitted in the building.
8. The center shall not be used for fraudulent purposes.
9. It is understood that Business 911 is in no way responsible for any damages, or other liabilities that may be incurred during use of their facility. Guest agrees to release indemnity and hold Business 911 harmless of any damages or incidents that may occur during or related to rental.
10. Children are not allowed in the center (UNLESS) Children are registered in Youth Entrepreneur Program or A B911 Youth Ambassador.
11. Snacks are permitted. Please don't bring full meals (Space is not for Lunch Meetings)
12. Please make phone calls in the hallway if others are in the space.
13. Please keep items down to one table. Have a big project? Use a larger table
14. There is NO time limit on using space. You will be asked to wrap things up 15 minutes before closing.
15. Please make sure to use INDOOR Voice and be considerate of others in the room.
16. Do NOT remove any books in the room unless you have signed them out with management.
17. Please check our Facebook ([Business 911 Small Business Center](#)) or Our [Website](#) for any late openings or closings.
18. Issues: If you are uncomfortable in any way. Please notify management
19. Do NOT leave personal items in the space
20. **PLEASE SIGN IN AND OUT**