

HOUSE RULES

PLEASE READ THESE HOUSE RULES CAREFULLY AND SIGN WHERE INDICATED

We may issue rules, policies and specific instructions in relation to THIS Workspace from time to time and you must comply, and ensure that any guest(s) comply with them at all times. If we do, we will send an email to your organisation's Primary Member from time to time. Please make sure you know who your Primary Member is. It is the Primary Member's responsibility to read all emails from us and to ensure you and any guest(s) are aware of their contents.

In addition, please note the following house rules:

1. Keys, key cards and other items used to gain physical access to any part of THIS Workspace remain our property. You are liable for the cost of replacement if they are lost, stolen or damaged. If they are lost, stolen or damaged you must inform the on-site management team immediately;
2. We all have an interest in maintaining THIS Workspace as a vibrant and pleasant environment to do business. Please keep in mind the communal nature of certain areas of THIS Workspace and treat them accordingly. In particular, please make sure you:
 - 2.1 do not use communal areas as an extension of your workspace for everyday work;
 - 2.2 keep your personal belongings with you and do not leave items unattended on your desk or in the communal areas; we are not responsible for any loss or damage.
 - 2.3 do not use meeting rooms without booking them through the available booking system. Doing so will result in a charge being applied to your organisation's account at the current rate for any hour or part used, regardless of the number of credits you may have available.
 - 2.4 wipe down any whiteboards/blackboards and take everything with you when you have finished using a meeting room;
 - 2.5 rinse and place all used items of glassware, crockery and cutlery in the dishwashers provided; and
 - 2.6 help us to conserve energy by turning the lights off to your workspace when they are not required, and when you leave your workspace at the end of the day.
3. You will not, and you must ensure that none of your guests will:
 - 3.1 do anything that we consider (in our sole discretion) to be disruptive, abusive or dangerous to us or any other member, or our or their employees, guests or property;
 - 3.2 use THIS Workspace to conduct or pursue any illegal or immoral activity;
 - 3.3 use THIS Workspace to conduct any activity that we regard (in our sole discretion) as offensive;

- 3.4 use THIS Workspace to market you or themselves to our other members or their guests persistently or aggressively;
- 3.5 attach anything to the walls or make any other alterations to THIS Workspace, or install any cables, lines or devices in THIS Workspace or bring any additional furniture into THIS Workspace, in each case without our prior written consent;
- 3.6 take, copy or use any information or intellectual property belonging to other member organisations or their members or guests;
- 3.7 take, copy or use for any purpose the name “THIS Workspace” or any of our other business names, trademarks, service marks, logos, trade dress, other identifiers or other intellectual property or modified or altered versions of the same, or take, copy or use for any purpose any pictures or illustrations of any portion of THIS Workspace, without our prior written consent;
- 3.8 use THIS Workspace in a way that involves visits by members of the public that we consider (in our sole discretion) to constitute use of THIS Workspace in a retail context;
- 3.9 make any copy, or lend, share or transfer any keys, key cards or other items used to gain physical access to THIS Workspace or your Workspace, without our prior written consent. If you do so without our prior written consent you and/or your organisation will be liable for any losses caused to us;
- 3.10 allow any guest(s) to enter THIS Workspace without first registering such guest(s) and performing any additional steps we may require in accordance with our policies; or
- 3.11 allow any individual(s) access to THIS Workspace on weekends or out of staffed hours (9am to 6pm, Monday to Friday, excluding public holidays) without a valid key card and/or membership, unless previously agreed in writing by us. If you do so, you and/or your organisation will be liable for any damages caused to us as a result of the individual(s) being allowed access;
- 3.12 use, however temporarily, any meeting room without having made a prior booking, or prior to or after your allotted booking time;
- 3.13 bring alcohol into THIS Workspace without our prior written consent or attend THIS Workspace having consumed alcohol off-site; or
- 3.14 bring anyone under the age of 18 into THIS Workspace without our prior written consent.
- 3.15 park a motor vehicle for any duration of time on any part of THIS Workspace without our prior written consent. If you do so without our prior written consent you will receive a parking fine (parking invoice of £25+VAT, per offence), that will be charged to your organisation’s account.

WE RESERVE THE RIGHT TO REPORT ANY BREACH OF THESE HOUSE RULES TO YOUR ORGANISATION AND WE SHALL HAVE NO LIABILITY TO YOU SHOULD WE DO SO.

- 4. You may register up to two vehicles through us to use our nearby affiliate car park. If you do:

- 4.1 it is subject to availability; spaces cannot be guaranteed;
 - 4.2 it is subject to the terms and conditions of the owner of the car park;
 - 4.3 all vehicles are left at the owner's risk; and
 - 4.4 accrued parking charges will be applied monthly to your organisation's account.
- 5. We may allow members with a Private Office membership to bring a pet dog with them to THIS Workspace. If we do:
 - 5.1 it is at our discretion, both initially and at all times thereafter;
 - 5.2 it will be subject to prior receipt of a full, current vaccination certificate;
 - 5.3 pets must be kept on a short lead at all times when moving through communal areas, and please minimise time spent in communal areas;
 - 5.4 it is on the strict understanding that you are responsible, and are fully liable, for all actions of your pet at all times; and
 - 5.5 you must respect our other members and their guests at all times – if your pet is unwell, please do not bring it to THIS Workspace.
- 6. The internet connection, networks, information processing systems and telecommunications systems (including any stored computer files, email messages and voicemail, for example), are used on a communal basis and they are not provided on a dedicated basis to you or to any guest(s) (unless your member organisation has purchased a dedicated wifi network or telecommunications package – please check with your member organisation). Accordingly, they are not secure. Please refer to our IT&T Terms (www.thiswork.space/it-terms) for security information and also to our Privacy Policy (www.thiswork.space/privacy) for information on the type of information we collect about you and how we use it.
- 7. We may make video surveillance recordings of certain areas in THIS Workspace for security purposes, but we are not obliged to do so.
- 8. We may disclose information about you or any guest(s) as necessary to satisfy any applicable law, rule, regulation, legal process or government request or as we otherwise deem reasonably necessary in connection with the provision of our services. The type of information we collect about you and your guest(s), how we store and use it and how you might be contacted by us are all governed by our Privacy Policy (www.thiswork.space/privacy). Please read our Privacy Policy carefully as it contains important information and by using our services you consent to the way we process data under it. By signing below, you consent to certain personal information being shared with third party software providers who enable you to have full access to services included in your THIS Workspace membership.
- 9. Subject to the terms of our Privacy Policy (www.thiswork.space/privacy), we may, and you authorise us to use, in connection with the promotion of our and our partners' businesses, products and services, your name, image and voice when you are in THIS Workspace.

10. We may run events from time to time. If we do:
- 10.1 they are for your benefit and we encourage you to attend as many as you are able. We hope you will find them useful and informative;
 - 10.2 numbers will be limited and you will be most likely to secure a place if you book early through the booking system;
 - 10.3 there may be a charge for some events and, if so, you will either have to pay at the time of booking or the charge may be added to your organisation's account – details will be given at the time of booking;
 - 10.4 the booking system is owned by a third party service provider and we do not set event terms or any booking fees applied by them. If an event is cancelled, you may receive a refund of the event charge you paid at our discretion, and our booking agent may retain any booking fee. Please check the terms carefully when using the booking system;
 - 10.5 we may need to temporarily alter the internal layout of THIS Workspace by moving freestanding units to accommodate an event. We will always try and minimise any disruption to your day.
11. **WE MAY MAKE ALCOHOL AVAILABLE AT THIS WORKSPACE AT OUR DISCRETION FROM TIME TO TIME. IF WE DO:**
- 11.1 **IT WILL BE AVAILABLE ONLY ON SELECTED BUSINESS DAYS IN ACCORDANCE WITH THE TERMS OF ANY LICENCE GRANTED TO US;**
 - 11.2 **PLEASE DRINK RESPONSIBLY, WITH PROPER THOUGHT AND CARE FOR OTHERS, AND IN THE CONTEXT OF A BUSINESS ENVIRONMENT;**
 - 11.3 **WE MAY RESTRICT OR REFUSE AVAILABILITY TO ANY PARTICULAR MEMBER(S) OR GUEST(S) AT OUR DISCRETION AND WITHOUT HAVING TO GIVE REASONS; AND**
 - 11.4 **KEEP IN MIND THAT YOUR EMPLOYER MAY BE VICARIOUSLY LIABLE FOR YOUR ACTIONS AND THOSE OF YOUR GUESTS AND YOU MUST COMPLY AT ALL TIMES WITH ANY INTERNAL GUIDELINES AND POLICIES IN RELATION TO THE CONSUMPTION OF ALCOHOL WHILE ON YOUR EMPLOYER'S BUSINESS.**
12. THIS Workspace is a non-smoking environment. You may not smoke anywhere on our premises.

I AGREE TO ABIDE BY THESE HOUSE RULES, INCLUDING ANY UPDATES TO THEM COMMUNICATED TO ME FROM TIME TO TIME, AND TO CONDUCT MYSELF IN A BUSINESS-LIKE MANNER WITH PROPER CONSIDERATION FOR OTHERS.

Signed:

Name:

Member Organisation:

Date: