



## **Rules & Regulations Effective October 1, 2016**

**These Rules and Regulations supplement the Terms and Conditions incorporated into your License Agreement and may be amended from time to time at the sole discretion of CapeSpace LLC.**

**All items marked as “Included” in the Member Packages, such as coffee and meeting room hours, are intended for the *reasonable* use of the Members. Any Member who abuses these privileges may be terminated by CapeSpace in its sole discretion. Any extended usage is subject to additional charges.**

### **A. Keys**

If you are a private office Member you will be given a key to your office upon commencement of your membership.

If you are a self-serve mailbox customer you will be given a key to your mailbox upon commencement of your mailbox rental.

Additional keys may be available for additional fees. See a CapeSpace staff member if you need additional keys. Replacement fees will be charged for lost key cards, office keys, pedestal keys or mailbox keys at the then-posted rate, which may be adjusted from time to time.

### **B. Meeting Spaces**

#### **1. Large Conference Rooms (Board Room, Media Room, Training Room)**

The Training Room, the Board Room and the Media Room must be booked and paid for on an hourly basis, using such online tools or other processes as will be made available to Members.

#### **2. Interview Rooms**

Interview Rooms are available for hourly rental to CapeSpace Members and non-members. All Interview Rooms must be reserved through CapeSpace staff or such online or other tools as CapeSpace may make available to Members for such purpose, whether or not you have hours included as part of your Membership package. If you have hours included in your Membership package, usage of such hours will be charged against the month in which you reserve the room, not the month in which you make the reservation. Unused hours do not carry over to subsequent months. Interview Rooms have reservation limits of one hour.

### 3. Phone Booths

Phone Booths are available to all Members free of charge and on a first-come, first-serve basis. As these rooms are amenities for all CapeSpace Members, we ask that you do not occupy them for more than 30 minutes.

CapeSpace does not provide any guarantees as to the availability or suitability of Members' desired meeting space, and reserves the right to vary your booking or amend or suspend access to the meeting spaces as may be reasonably necessary from time to time.

Users of meeting space are required to follow the rules meeting space rules posted online and in each room. In general, all Members are kindly directed to vacate the rooms at the end of your reserved time or at the end of the times stated herein with respect to first-come, first-serve rooms, and to ensure that the room is cleared of all belongings and debris.

### **C. Common Areas**

All Members are kindly requested to help maintain the cleanliness and neatness of the common areas (lounges, café, conference rooms, print/copy areas, restrooms, etc.). Leave any space you have used as you found it, taking any belongings or debris with you. Trash and recycling receptacles are located throughout the facility for your convenience. If you have moved things around, return them to their original position.

### **D. Printing & Copying Equipment**

CapeSpace provides printers and copiers for the administrative convenience of all its Members. The printers and copiers are not intended to be used for large copy and print jobs that might monopolize the equipment. Members with jobs over 50 pages are asked to consult CapeSpace staff for permission to run such jobs. CapeSpace staff will make efforts to allow the job during off peak usage times, but this may not always be possible. If CapeSpace is unable to make equipment available for such jobs, CapeSpace staff will assist the Member in locating and coordinating the job with an outside print/copy service.

### **E. Cafe**

The refrigerator is primarily for storing that day's food, beverages and some occasional leftovers from events. Food that is older than one week will be thrown out. Containers of food left in the refrigerator may be thrown out at any time at the discretion of CapeSpace staff. Labeling your food with your name is advised.

Members with dedicated full time space may prefer to use a ceramic coffee mug or glass instead of paper cups. This is encouraged as it respects our environment. Dishwashing supplies are located under the sink for your convenience. Please wash your own cups or glasses. Unwashed cups, glasses, plates or utensils of any kind left in the sink may not find their way back to you.

### **F. Pets**

No pets other than service dogs are allowed in any area of CapeSpace at any time.

## **G. Children**

CapeSpace appreciates that sometimes situations necessitate bringing children to work with you. In these cases, please manage your children to ensure a productive environment for all Members.

## **H. Overnight Use**

Some Members have 24/7 access to CapeSpace, and it is understood that the occasional all-nighter occurs in business. However, under no circumstances is sleeping in the space overnight allowed.

## **I. Guests**

Members with private offices and dedicated touch-down desks may have up to three guests per day and guests may stay for up to two hours. Guests planning to stay for more than two hours, or guests of Members with other membership packages, must either purchase a day pass or be part of a meeting in a reserved, hourly meeting room.

All guests are required to check in at the front desk and abide by all the house rules and policies stated herein for the duration of their visits. You are responsible for the actions and behavior of your guests during their visit to CapeSpace.

## **J. Professional Behavior**

CapeSpace expects polite, professional behavior from all of its Members. Any that unreasonably disturbs other Members, such as shouting, profanity, indecent activity or taking photographs without permission, will be treated as a default under your License Agreement.

## **K. Supplies**

If you are a private office or workstation Member, your unit will come equipped with a starter pack of office supplies. The supplies are here for your use at CapeSpace. Please do not take them with you when you leave. Exhaustible supplies like paper, paper clips and staples are provided as part of the starter pack but will not be replenished by CapeSpace. You are responsible for your own replenishment of these supplies. CapeSpace does have an onsite supply concession so please see one of our staff members if you would like to purchase additional supplies onsite.

## **L. Dress Code**

CapeSpace is a professional office in a seaside resort area. As such we like to keep things casual but still maintain an atmosphere of professionalism. By all means we encourage our Members to be comfortable at work but please avoid beachy or sloppy attire and please wear shoes at all times.

## **M. Telephone Conversations and Meetings in the Common Areas**

CapeSpace has sound masking technology designed to maintain comfortable acoustics in the open areas. You are invited to use your cell phone or hold small meetings in the common areas as long as you maintain normal speaking tone. If you have to make calls or hold meetings that will generate higher than normal voice volumes we request that you book a private room. If you are unsure about whether a call is appropriate to take in the common areas, please see staff for assistance.

**N. Radios**

If you are in a private office you may play your own radio or other music device. Please either keep your volume low or keep your door closed so as not to disturb those in the common areas.