

# house **RULES**

## **Courtesy**

- Be kind, professional, and respectful.
- Use headphones and keep noise low.
- Take calls in the Phone Booths.
- Don't overuse shared amenities.
- Respect others' belongings, including food/drinks in the refrigerator.

## **Cleanliness**

- Clean up after yourself—  
desks, restrooms, coffee bar.
- Avoid bringing in strong scents  
(food, perfumes, etc.).
- Stay home if you're feeling sick.

## **Integrity**

- Use resources only during your booked time.
- Be honest with in-app purchases and bookings.
- Follow guest pass policies—no sharing access.
- Respect privacy of conversations, documents,  
and belongings.

## **Shared Use**

- Avoid excessive rearranging of furniture.
- Use meeting rooms and equipment fairly.
- Report any issues—  
we'll respond as soon as possible.
- Share ideas or suggestions with us anytime!

Thank You!  
The Team @ Work Space