



colab

at  Bell Works

House Rules

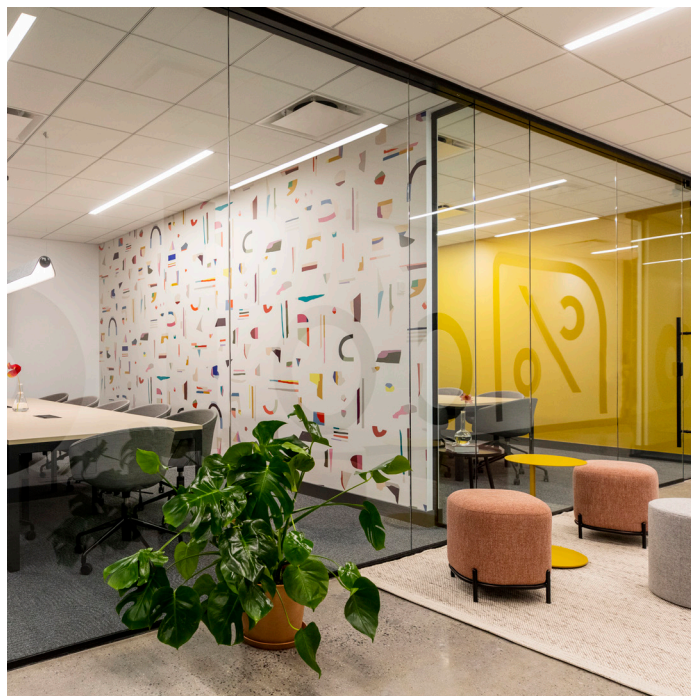


This is a shared space built on a

vision of collaboration

and growth. We hope you will engage with the community within coLab, as well as Bell Works at large, to connect and thrive together. Our goal is to support our members with a **flexible** office space that supports a **healthy** work life balance in a community designed to help you thrive.

Now that you are a part of our **growing community**, we kindly ask that you respect our staff and other coLab members. Please read the House Rules and Regulations and share with any members of your staff or guests. This space is designed for doers and dreamers. We hope that you embrace the variety of people, businesses, and events here at coLab. Please reach out to your community management staff if you have any questions, concerns or ideas!






Innovate



1) Indoor Voice: We are all trying to get work done, so try to be mindful and respectful of others' attention and time. Please keep your conversations at an appropriate or a low level.

a) Please use phone booths: the phone booths are available to all members in the space. Please use the phone booths for private conversations or any conversations you have without headphones. Phone booths are a shared resource so please keep your meetings to 45 minutes or so at a time. While these spaces have acoustical properties to block sound, phone booths are not soundproof.

b) Headphones not Speakerphone: Speakerphone use is not allowed in the open space. Please use headphones when taking calls, listening to music or podcasts.






i) Noise Cancellation: Please do not use noise canceling headphones for calls. Transparency or Ambient mode is available on many headphone brands. Transparency mode allows you to hear yourself and your surroundings while on a call. Please enable this mode when taking calls in the space.

c) Use meeting rooms for more private or elevated conversations: Meeting rooms are bookable via the Member Portal

d) Music, Loud Ringtones, General Speaker Use: Please whenever possible leave your phone and computer notifications at a respectable level or on silent/vibrate. coLab plays ambient focus music, if you wish to listen to other genres, use your personal headphones. Use of speakers in the space is not allowed.

e) We are not a library: It is important to be respectful of others and use an indoor voice, but we encourage and acknowledge that our members need to use our spaces for zooms, teams', calls, etc. Please connect and chat with your clients, coworkers and coLab neighbors!





2) Phone Calls: We imagine that some of our members' work may rely heavily on frequent phone usage throughout the day, so if you anticipate that level of phone communication, we will work with you to find a space and setup that will be the most conducive solution for you.

a) Phone Booths: Phone booths are a free amenity available to all coLab members, we encourage their use when you need some privacy on a call, we do ask you keep these calls to about 45 minutes in the booths so other members can use them.

b) Meeting Rooms: can be booked right through the member app and online portal at your leisure. We have a variety of different rooms to take phone calls, see your Community Manager for help booking private spaces and meeting rooms.

3) Harassment: We have zero tolerance for harassing our members or guests of the coworking space. Members or guests violating the Anti-Harassment Policy will be sanctioned or expelled from the coworking space or the event at the sole discretion of space leadership. We want to make sure that everyone has a harassment-free experience, regardless of gender, race, ethnicity, religion, disability, sexual orientation, gender identity, or physical appearance.

a) Harassment includes Offensive verbal comments, Sexual images in public spaces, Deliberate intimidation, Stalking, Following, Photography or recording without consent, Sustained disruption of talks or other events, Inappropriate physical contact, Unwelcome sexual attention, and any situation deemed to be harassment by Colab Management Staff. People asked to stop any harassing behavior are expected to comply immediately. Any behavior or action experienced as harassment will be responded to as such, and any threats, violence or suggestive behavior will be brought to Bell Works Security and local law enforcement's attention as deemed necessary.

Created for connections

4) Guests: We welcome and encourage you to invite friends, family, or clients for lunch, meetings, networking events or just to say hello. You are responsible for any guests while they are using our space, and all guests are required to adhere to the rules of the workspace and in your Coworking Membership Agreement and the house rules. When possible, please have all guests check in at the front desk. Any guest using the open coworking space is subject to daily coworking rates. Some general guidelines are available for specific types of guests.

a) Clients: Please have clients sign into the guest wifi. Clients can sign out a guest access badge for the space at the front desk. You are responsible for the return of these guest access badges. There is a \$50 fee that will be charged to the member account for all.

b) Children, Friends and Family: are more than welcomed in the space, but please note that you must always accompany your children. As with any guests you bring into colab, children must follow our space rules. Please be respectful of the other people around you who are working.

Connect

5) Workspace Usage: The coworking space provides custom-built, large, spacious, solid wood tables with enough arm, leg, and wiggle room for the burliest of mountain men.

a) Coworking Desks: Coworking desks are first come, first served each day and must be cleared of all personal items upon vacating the space for the day.

b) Dedicated Desks: Are reserved for members at the Dedicated Desk Coworking Membership Package level. If you are a shared/hot desk office "nomad," the Dedicated Desks are off limits. Dedicated desk members may leave personal items on their desk stations, along with items in their designated lockable storage cabinet. No logos or signage may be displayed on the workstations without approval by management.

c) Private Office/Suite: Lockable private offices or suites for individuals or small groups. Some specific notes on private offices and suites:

i) Wall Hangings: TVs and signage must be pre-approved and mounted by the Bell Works maintenance staff. All TVs, mounting brackets and signage must be purchased by the member. Note that the largest size TV allowed is between 42"-50"

ii) Move In Policy: When moving personal items, please see community management staff for directions. Nonstandard office items must be moved by the Bell Works Maintenance staff. Large personal items and additional furniture outside of the Colab Design Lookbook must be approved by the Colab design team. Move-ins must be coordinated with community management staff between 10a-3pm Monday-Friday.

iii) Logos: Must be printed through Colab's signage vendor. Additional signage must be approved by Colab Management.

iv) Move Out Policy/Room Refresh Fee: See your membership agreement for membership cancellation policies. The refresh fee will be assessed 30 days prior to the time of move out against your security deposit. Fees are subject to the property management's sole discretion. See table below for general fee guidelines. Please refer to your membership agreement for additional move out fees.

Office Size	Pre-Authorized Refresh Fee
Single	Up to \$500
2 Person	Up to \$700
3 Person-Suite	Up to \$1,000

6) Common Area: The kitchens, pantry, and lounge areas are for shared use by all members. While our porting staff maintains these areas for cleanliness, please follow the guidelines below for best practices in the common space:

a) Kitchen/Pantry: All items in the shared refrigerators will be disposed of weekly. Please clean up after yourself when using the kitchen/pantry. Do not take items from the pantry into your office or workspace for future use, enjoy your coffee/tea/snack when you make it. If there is a pantry item that would make your experience more enjoyable, please let our staff know.

b) Lounge Spaces & Phone Booths: Please take all items with you that you brought to the space. Use your best judgement when taking food and beverages into the Phone Booths, think about how the person behind you will feel entering the space.

c) Meeting Rooms: Please inform our staff if you will be hosting a meeting with catering. We are happy to help dispose of your meetings catering and coordinate with our porting staff.

7) Alcohol Policy: It is fine to relax with a nice drink, with networking events it is expected that some complimentary beverages may be served but please be mindful of those around you. We have zero tolerance for intoxication in space. Be mindful, too, that your "quitting time" does not match up with everybody else's schedule. We in no way endorse underage drinking at any time.



8) Access, Keys, & Contact Information Sheets: You will receive an access card or setup on the mobile app when you sign up, which will allow you to get into the building and into the coworking workspace at the times specific times in your coworking membership package. Your access card is just for you; please don't share it with others or let others borrow it. Do not label your access card with identifying information such as the building's address.

a) Replacement Cards: If your card is lost there is a replacement fee of \$50 for issuing a new card.

9) Overnight use and Hours of Operation: Memberships in the coworking space allow access into the main Bell Works doors and doors of the coworking space at the hours designated by their membership level. Under no circumstances is sleeping in the space overnight allowed.

a) Regular Business Hours: Of operation are 9am-5pm. If you need special accommodation for access outside of part-time hours, please reach out to Community Management Staff.

b) Day Pass Members specifically, we do provide 72 hours (about 3 days) of storage for personal belongings. Please inquire with a member of community staff for more information about where to store your belongings. If you are not a full-time member, you will not be able to enter the space prior to 9 a.m. and you will be asked to leave the office at the close of business that day. Exceptions include guests of full-time members.



Community

10) Heat & Air Conditioning: We set the heat and air conditioning on a schedule that makes sense for most people and the rest of the building. Please do not raise or lower the temperature more than 2 degrees. If the heat or air conditioning does not seem to be working, please notify the community manager. Space heaters and fans are not permitted in the office.

11) Locks: This is a secure space; the doors are automatically locked. Do not do anything to allow the doors to be unlocked for any notable length of time without permission. Do not allow nonmembers space access if they are not guests of a member. If you believe the doors are not locked when you leave the space, it is your duty to notify a community manager or building security of the situation. Private offices will be locked by our porting staff nightly. Lost office keys and access card replacement will result in a replacement fee of up to \$100.

12) Conference Rooms: Different memberships can provide a certain number of complementary credited hours a month for all members to use for scheduled meetings. Monthly meeting room hours do not carry over to the next month. The conference rooms can be booked ahead of time or on the same day depending on availability using the mobile Kube app on or via desktop. Once monthly credited membership hours are exhausted, additional time can be purchased. Access to the main Bell Works conference center in the building that can be booked through the community manager and app at additional tenant rates. Please ask your community manager about our Events at Bell conference center for more information.

a) Conference Room Food and Beverage: Outside food and beverage is allowed within the Colab Huddle and Conference Rooms. Please be conscious of others and leave the room in the same condition in which you found it. If you need additional porting services for the meeting room, please make property management aware. Any rooms left in disarray are subject to a cleaning fee to cover damages at property management's discretion.

b) Unauthorized Bookings: You must book your meetings on the Member Portal or through the community management staff. You will receive an automated confirmation email of your booking. Room usage that is not booked through the Member Portal will be considered an unauthorized booking. Unauthorized bookings are subject to non-member rates and will be charged to the member account.

c) Pets and Persons under the age of 21: Please note that conference rooms are not a private office and are considered a shared space. For that reason, pets are not allowed in the conference rooms. Persons under 21 are considered your guests. Guests must adhere to the Rules of the coworking space, and we consider them an extension of your team when in the office. See Section D of this document for more information on guests. Any rooms left in disarray are subject to a cleaning fee to cover damages at property management's discretion.

Space Type	Number of Included Conference Room Credits Monthly
Coworking	A la carte
Dedicated Desk	5
Single Private Office	10
2-3 Person Private Office	15
Suite	20

Cancellation Time	Cancellation Fee
7-10 business days from meeting date	25% of booking fee
72 hours from meeting date	50% of booking fee
24 hours from meeting date	100% of booking fee

Conference Room Cancellation Policy:

For Hourly and Full Day Bookings, there is a scaled cancellation policy, depending on how far in advance of your meeting you cancel.

13) Safety: Under no circumstances should you conduct any activity which may be hazardous to other people in the building, including, but not limited to, littering around our space, and creating excessive disorder in or around the space. Under no circumstances will any disruptive or violent behavior be tolerated and will result in immediate expulsion of Colab. If you see behavior of this type, please notify community management staff or building security.

14) Mail: Mailing address and mailbox keys will be provided by building management at the commencement of membership. Members may have packages shipped to the premises via Federal Express, UPS, or other similar carriers. There is a common mail room adjacent to the main lobby in the front of the building where both mail and packages can be claimed if no one is present to accept the package when it arrives at the office. If the packages or mail are not claimed within 10 business days, they will be returned to the sender. Lost mailbox keys are subject to a replacement fee of \$25 per key.

a) Mail Forwarding: Members may opt in for Mail Forwarding Services. Mail will be forwarded on a weekly basis (Every Friday) via FedEx Ground to the address provided by the Member. Mail Forwarding is not a service included with the monthly mailbox fee and is an "Add On" Service. A monthly invoice will be issued for the cost of the shipping label. Note that monthly invoice amounts may vary and are subject to the cost of each shipment. Opting in for mail forwarding will require the member to have a default payment method on file and autopay to be enabled for the Mail Forwarding Add on Service.



Collaborate



15) Age: Members must be at least 21 years or older to be a full-time independent member in the space. Full-time members who hire an intern under 21 or have guests under 21 are responsible for ensuring that they adhere to all policies.

16) Identification and Payment Pre-authorization: Prior to commencement of membership, a valid drivers license or photo ID is required to be kept on file with our property management staff. A valid pre-authorized payment form must be on file within the member's account before membership begins.

17) Printing: Printing is included at all levels of membership. Colab will provide all printing materials. No outside paper or printing supplies can be used in the shared printers/copier machines. While we do not limit the number of pages individuals are "allowed" to print, excess printing can be flagged for additional cost at the property management's discretion.

A coworking space like no other.



Welcome to
the **community!**



@colab_bw



colab-at-bw

Stay connected