



CSPACE

HOUSE RULES

Welcome to **C-Space**! We are thrilled to have you working with us.

Our aim is to create a space where everyone feels comfortable and supported to do great work but also enjoy a safe, welcoming and enjoyable community environment.

With that in mind, please find below our **Hot Desking House Rules**, written so that we can all be on the same page.

USING THE SPACE

- Please make sure you've purchased a pass before using the space
- Check in on arrival if reception is unattended

RESPECT THE SPACE & EACH OTHER

- Be mindful of noise levels and those working around you
- Leave shared areas as you found them (or better!)
- Take calls in quieter areas where possible (the pod is available on a first come basis)

PERSONAL BELONGINGS

- Please keep an eye on your belongings at all times
- C-Space cannot take responsibility for items left unattended

FOOD & DRINK

- You're welcome to bring food and drink into the space
- A microwave is available for use
- Please dispose of all rubbish in the bins provided
- Food can also be purchased from our outdoor vendors and snacks are available from the bar

INDOOR SHOWER

- Please do not leave towels, clothing, or wetsuits in the showers
- Take all items with you when you're done

BOARDS & BIKES

- Bikes and surfboards should be stored in the courtyard
- Please don't leave them in reception areas

CIGARETTE BREAKS

- Smoking is outdoors only
- Please use the silver buckets provided for cigarette ends

WELL BEHAVED DOGS

- Well-behaved dogs are very welcome
- Please make sure they're not disturbing others
- Clean up after them if needed
- Dog bowls and treats are available around the space

COMMUNITY VIBES

- Say hello, be kind, and help keep C-Space a positive place to work
- If something doesn't seem right, let a team member know

WE HOPE YOU ENJOY WORKING AT C-SPACE
