



**Co-Working Space Policy and Guidance**

**January 2025**

**Review due January 2027**

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**Introduction**

Welcome to the Life Dronfield co-working space! We are excited to have you join our community of professionals. To maintain a productive, respectful, and comfortable environment for everyone, please review and follow our policies and guidelines below. By doing so, you will help us create a collaborative, efficient, and harmonious workspace for all members.

1. **General Rules and Conduct**
	1. **Respect for Others:**
		1. Be considerate of noise levels—use headphones for calls, music, or videos.
		2. Maintain a respectful distance from others, especially in shared areas.
		3. Avoid disruptive behaviour and be mindful of shared spaces.
	2. **Shared Space Etiquette:**
2. Clean up after yourself and leave common areas (e.g., kitchenette, other space in the building) as you found them.
3. Use the furniture and equipment responsibly. Treat the co-working space and all equipment with care.
	1. **Personal Belongings:**

Always secure your personal belongings. Life Dronfield is not responsible for any lost, stolen or damaged personal items.

Items left in the co-working space for an extended period may be removed.

1. **Noise Levels:**

Other rooms (main hall, outside, play space if not in use) can be used for private calls.

Keep conversations at a respectful volume.

Music/podcasts/video calls etc. must be played through headphones.

**Health and Safety Guidelines**

**Ensure you have familiarised yourself with the Life Dronfield Health and Safety Policy**

**Hygiene:**

Wash your hands regularly, especially after using shared spaces like the kitchen or toilets.

Use the sanitising stations available to wipe down your desk and any shared surfaces after use.

Adhere to any local public health guidelines, including any COVID-19 measures in place.

**First Aid and Emergency Procedures:**

Familiarise yourself with the location of first aid kits and emergency exits. These details can be found on the co-working space board.

If you need assistance, contact a staff member immediately.

In case of emergency, please follow the evacuation procedures posted around the space in which you are working.

**3. Appropriate Use of the Internet**

We provide internet access to support your professional work and productivity. To ensure a safe, secure, and productive environment for everyone, please follow these guidelines when using the internet in the co-working space.

**Professional Use Only**

**Business Use:** The internet should primarily be used for professional purposes.

**Productivity:** Excessive use of the internet for non-work-related activities such as streaming, gaming, or social media browsing can affect the network performance for others. Please be mindful of your bandwidth usage.

**Security and Privacy**

**Strong Passwords:** We recommend using strong, unique passwords for all of your online accounts. Make sure your device has up-to-date security software, including firewalls and antivirus protection.

**Personal Data Protection:** Be aware that other people in the space may have access to your device if left unattended. Always lock your device when not in use, and avoid leaving sensitive information exposed.

**Illegal or Inappropriate Content**

**Prohibited Activities:** Do not use the internet for any illegal activities, including but not limited to:

1. Downloading or sharing pirated content.
2. Engaging in hacking or accessing restricted websites or networks.
3. Accessing or distributing adult or offensive content.

**Inappropriate Activities:** Do not use the internet for any inappropriate activitieswhich could be classes as “Not Safe For Work” activities, including but not limited to:

1. Viewing, downloading or sharing pornographic content
2. Viewing, downloading or sharing content which could be deemed offensive

**Inappropriate Behaviour**: Harassment, hate speech, or any activity that disrupts the professional atmosphere of the space is prohibited. This includes using the internet for activities that are offensive, discriminatory, or harmful to others.

**Respect for Bandwidth and Network Resources**

**Shared Resources**: The internet in the co-working space is shared by everyone. Please use it responsibly to ensure equitable access. Streaming high-definition videos or engaging in large file downloads/uploads can affect network speed for others.

**Bandwidth Limitations**: If you require significant bandwidth (for example, for large-scale video conferences or file transfers), please check with staff to ensure the infrastructure can support your needs without affecting other members.

**Ethical Use of the Internet**

**Respect Others' Work**: If you are collaborating with others online (through video calls, file-sharing, etc.), be considerate of their time and resources. Do not interrupt or disrupt meetings or shared digital resources.

**Cultural Sensitivity:** Be mindful of how you communicate online, whether through email, messaging, or social media. Maintain a professional tone and respect the diversity of individuals in the space.

**4. Refreshment Station Usage**

**a. Beverages:**

i. The kitchenette provides instant coffee, tea, and water. Please feel free to help yourself.

ii. Cutlery & crockery are provided or you are welcome to use your own reusable cup. Please wash and return it to the appropriate place any cutlery or crockery that you use.

For health and safety reasons, please do not leave food or drinks unattended in common areas.

**b. Kitchen Use:**

i. Please clean up after yourself when using the kitchen facilities. Wipe down surfaces, wash dishes, and store food in the appropriate places.

ii. Label your food and drink if you plan to leave it in the fridge for more than a day.

iii Refrain from using strong-smelling foods that may affect others.

iiii. If using the microwave, please ensure it is cleaned after use.

1. **Waste Disposal:**
	* 1. Use the correct bins for recycling and waste.
		2. Please avoid overfilling bins, and dispose of items as needed.

**5. Toilet Usage**

**a. Cleanliness**

i. Please leave the toilets in a clean and tidy state for the next person. If something is out of order, please notify staff.

ii. Dispose of all items (including paper towels) in the appropriate bins provided.

* 1. **Personal Hygiene:**
		1. Please be respectful of others' privacy when using the toilets.

ii Ensure all items you bring with you into the toilet area (e.g., toiletries, towels) are taken out when you finish.

**6. Cancellation, Booking & Invoices**

**a. Booking**

i. Bookings must be made through the official online booking system. Dates available to book will be clearly posted up to 1 month in advance.

**b. Invoices**

i. Invoices will be sent monthly to the email address you have signed up with. It is expected that invoices are paid within 14 working days or receipt.

**c. Cancellations**

i. Cancellations made 48 hours before the co-working session will not be charged. Cancellations made less than 48 hours before the co-working session cannot be refunded except in exceptional circumstances.

**7. Orientation Tick-Off Sheet for New Users**

Please complete this checklist during your orientation to ensure you're familiar with all the space policies and facilities. Once you have reviewed everything, sign at the bottom.

Welcome to the Life Dronfield Co-Working Space!

**Orientation Checklist:**

**Tour of the Space:**

* Location of desks, meeting room and quiet areas.
* Locations of the kitchenette & toilets.
* Emergency exits and first aid kit locations.

**Workspace Etiquette:**

* Understand the noise policy and areas designated for calls or quiet work.
* Familiarise yourself with cleaning and tidying up expectations in shared spaces.

**Health and Safety Procedures:**

* Review any current health guidelines, including COVID-19 safety protocols.
* Know how to contact staff in case of emergency or any issues.

**Kitchen and Refreshment Station:**

* Understand how to use the kitchen facilities and maintain cleanliness.
* Learn about the beverage options and how to clean up after use.

**Waste Disposal:**

* Know where to dispose of recycling & waste.
* Ensure you understand the proper use of the bins.

**Toilet Etiquette:**

* Know the location of the toilets and the cleanliness expectations.
* Review how to report any concerns to staff.

By signing below, you confirm that you have received the orientation, understood the co-working space policies, and agree to follow them.

Name of User: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_