Coworking House Rules (v15.0)

Desk606 offers a shared, community-driven workspace for location-independent workers. Our hope is that all members and users feel a sense of ownership and pride in the space and endeavor to keep it a welcoming, clean, and a safe environment for all. Rules are subject to change at any time.

Overview

The goal of this document is to lay out some basic house rules and it is not intended to be a comprehensive user guide or FAQ about the space. A more detailed FAQ that is updated frequently can be found on our website at www.desk606.com.

Hours

The space is open Sunday – Saturday, 6:00AM - 10:00PM. Your virtual key will not work outside these hours. Note that tor weekend or early morning access an introductory tour of the space is required. **Please inquire about membership for custom or extended hours.**

Required App

Proximity is the app that is required to access and use the space. Please make sure to register and have it installed on your phone prior to arrival.

Proximity – We have added you as a Community Member to Proximity, the app that allows you to book reservations, access the space, and pay for the space if necessary. Please visit **desk606.proximity.app/login/true** and click "forgot your password." The password reset link will appear in your email. Once you have reset your password you can log in.

Entering and Exiting

The space can be accessed from the entrance located at 3271 W Armitage. A few items:

- If you are the first one in please turn on all the lights. There are two sets of light switches, one right inside the front door on Armitage and the other at the rear of the space.
- The north exterior entrance is located at 3271 W Armitage. This door enters directly into the space. Access is via the Proximity app and instructions appear in the next section.
- In the event of a technical issue, keys are available onsite in a combination lockbox mounted on the 3271 W Armitage front door. Contact the Desk606 community manager for access instructions.
- When entering or exiting make sure all doors are securely closed and locked behind you.

When leaving please pick up after yourself and keep the workspaces clean. Do not leave trash or items at the workspaces or rooms.

Again, If you are the last one to leave the space, please make sure all doors are securely closed and locked behind you. Thanks so much for your cooperation!

Access Instructions

The space is protected by a door access system that can only be operated from your phone. Please make sure you have created your Proximity account and have the Proximity app installed on your mobile device prior to arrival. When you create a reservation, a virtual key will be activated within Proximity for

the duration of your stay. When at the front door open the Proximity app, slide the “My Keys” icon at the bottom and then click the “Front Door” icon. The door will buzz so you can push it open.

If using a private office, you will be provided the office door code upon making a reservation.

Guests

If using a meeting room, guests and clients are permitted in the space for the duration of your meeting. If they plan to use the space outside of your meeting time provided space is available please have them make a reservation in Proximity. Please provide your guests access and escort them into the space.

lease let us know and contact us for billing.

Smoking

There is no smoking inside the space. Smoking is permitted outside away from any exterior doors.

Pets

We love pets but they are not allowed in the space at this time.

Kitchenette

You can help yourself to coffee, tea, and water. There is also a microwave, refrigerator, toaster, and dishwasher for your use.

Please clean up after yourself. Do not leave any dirty dishes/mugs in the sink or counter but place them directly in the dishwasher. We will be running the dishwasher as needed.

Feel free to use the refrigerator but clearly mark and date all containers so they will not be discarded. The refrigerator will periodically be emptied.

When using the microwave please make sure food is covered. Should something spatter please wipe the interior.

Internet

We have a high-speed network that can be connected to wirelessly or via ethernet cable. If planning to connect to the network via cable, please have your own internet cable and any connectors required for your device.

Printing, Scanning, and Copying

Complimentary print, scan, and copy services are available for light business use. As a guideline, members should not exceed 10 printed pages per day or 50 pages per month. Printing volumes beyond these limits may incur additional charges or require use of an external print service. Printer instructions are located next to the printer.

Technology Items You May Find Useful

You may find the items below helpful while using the space.

- Dongle – The meeting room presentation TVs have a standard HDMI cable connection located in the middle of the meeting room table or behind the TV. Please bring the appropriate dongle for the device you will be using (tablet, iPad, PC, Mac, etc.).
- Power Strip – This can be useful when plugging multiple devices in at the bench desks.
- Cat 6 Network Cable – Each bench desk has an ethernet port which you may prefer to plug into.

Meeting Rooms

There are two meeting rooms available to reserve. A reservation is required through the Proximity scheduling app.

- 3271 W Armitage (C01) – This room is available for use during the co-working space hours of 6:00AM - 10:00PM.
- 3273 W Armitage (C02) – This room is available for use during the co-working hours of 6:00AM – 10:00PM.

Members receive complimentary meeting room hours each month. Beyond this, members can reserve additional meeting room hours through Proximity.

Non-members can reserve a meeting room for the current hourly rate.

Phone Booths

Two phone booths (P01, P02) are available for both members and non-members to reserve. They should be used for brief periods and not for longer term desking. A reservation is required through the Proximity scheduling app.

Noise Level

As the space is open concept noise can travel so please be aware of this. If needed, please reserve a phone booth, private office, or meeting room.

Cleaning

The space will be cleaned on a regularly scheduled basis. If you would like your desk wiped down please have the workspace completely clear or at least moved to one side. The cleaning crew will not move items on your workspace.