

Coworking Codes of Conduct

Coworking is about working better, together. A coworking community thrives when all the members cooperate to make it great. While this list isn't meant to be comprehensive, it should serve as the foundation for each member's rights and responsibilities. Be mindful about your conduct, help remind others, and be open to receiving a reminder yourself.

Be friendly, and keep an open mind

Shared space might be new to some, while others are veterans. We hope you learn from each other. If you see someone looking for supplies, or staring puzzledly at the coffeemaker, help them out! Introduce yourself and try to add value, your kindness is what makes this place and our work better.

Keep it secret, keep it safe

We're all working on awesome projects, but we may not want our work, processes, or clients shared publicly or even with confidants. Whether you're told something in confidence or overhear it in conversation, remember, we all protect one another's business information. Verify before sharing.

We're all in this together

If you see something that needs done, and you're able to do it, pitch in! If the garbage is full and you've got time, swap it. Used the last paper towel? Reload. Staff will solve big stuff like plumbing and carpentry, but for general housekeeping, you're empowered to handle it.

Indoor voices

A coworking space isn't a library. Permission to speak freely, but if you're jumping into a conversation just be conscious of the people near you. Feeling gregarious? You can always step into the kitchen, lounge, or meeting rooms. And please, take long or loud calls in private.

This conference room ain't big enough for the two of us

We live by our calendars! Check the team calendar to be sure a room is free **BEFORE** using it (e.g. conference room, call room, classroom). And make sure you always put your name down when using a room. Lastly, wrap up on time so no one is left twiddling their thumbs outside.

That sinking feeling

This is a big one: Please wash your mugs. We don't have full-time cleaning staff, so please clean up after yourself and your guests wash cups, plates, and French presses when you're done using them. Of course, occasionally you've got to run and won't have time, that's cool, someone will grab it. You can grab someone else's next time.

Share and share alike

Shared equipment is our thing! The key to making this work is putting what you've used back where you found it so the next person can do the same. You're also encouraged to share generously of your time and expertise. The more we share, the more we all have.

In Focus

Coworking spaces are full of hustle, bustle, chit-chat, introductions, and deep conversation. If you'd like to talk with someone, ask if it's a good time. If it's not, they'll tell you. The flip side of this is that people will want to talk with you! If it's not a good time, be sure to tell them. Don't halt work or throw off your schedule to chat when you don't really have the time. The universal coworking sign for "I can't talk now" is putting in your headphones (even if they're turned off)!

It takes a village

If you're struggling with your work, a client, or just need to bounce some ideas around, ask a member! Need help moving? Golf buddy? Ride home? Remember the motto: Ask A Member! The greatest part of coworking is the wealth of opportunities that arise from sharing space with other professionals who are such gosh darn incredible people.