

WORKPLACE™

WORKS FOR YOU

HOUSE RULES

- Workplace is a place of work for a mixed community and cannot be used as a retail or medical premises or to perform any activity that is deemed by us as disruptive, offensive, dangerous, immoral or illegal.
 - Be respectful of other members and employees in terms of noise, language and disruption in Workplace.
 - Keys, key cards and other such items used to gain access to the premises or the desk space remain the property of Workplace. If lost a charge will be made for replacement.
 - Be responsible for safeguarding the property and take great care in securing any area that you are using for yours and other members comfort.
 - Common spaces such as the kitchen area are to be enjoyed by all members for temporary use and not as a place for continuous, everyday work.
 - Guests must be signed in and registered at reception before entering the premises.
 - Members have access to all open areas for temporary use only and must purchase day passes for any guests who are going to work in these areas for longer than short meeting with you.
 - You may invite up to two guests in to Workplace at anyone time per member or company for short meetings of no more than two hours. Outside of this you are required to purchase day passes or reserve a meeting room.
 - Promptly notify us of any change to your contact and payment information and those of any members listed under your agreement.
- Please do not;
- make any alterations or additions whatsoever to the desk space or any other part of work space with our written agreement including displaying and advertisement, signage, nameplate, banner, placard, poster, signs or notices.
 - Attach or affix any items to the walls, install antennas, or telecommunication lines or devices in the desk space or bring additional furniture into the desk space, in each case without our prior written consent and that of our landlord and its mortgagee (if any);
 - Take or copy information belonging to other members or their guests and keep confidential any information belonging to Workplace or any other member.
 - Use the name "Workplace" or use pictures or illustrations of the Premises, internal or external in any advertising, publicity or other purpose, without our prior written consent.
 - Use the desk space for any purpose whatsoever other than as desk or as a desk workstation.
 - Make any copies of any keys or other means of entry to the Premises or lend, share or transfer any keys or keycards to any third party.
 - Conduct any promotional events from the Premises unless we give you written permission.
 - Consume any alcohol on the Premises unless attending an organised event or given permission by Workplace or purchased on site.
 - Use your office or workspace for anymore than the contracted amount of people.



0161 974 6000

work-place.co.uk

4th Floor, Churchgate House, 56 Oxford Street, Manchester, M1 6EU

Registered business number: 09557305

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- If you are working in a reserved space or office we reserve the right to move this space, with prior notice for maintenance or business reasons and also reserve the right to enter any area and so does our landlord for maintenance and repair.
- If any maintenance or repair is required and assessed to be down to a member causing this damage that member will be charged for this work in full.
- You use Workplace as a member with no rights or hold over the space in terms of lease or rights of the Landlord and Tenant act and any use of this premises can be terminated with 30 days notice on either side.
- In terms of network we do not guarantee a certain speed or band width but will maintain this for normal use with additional services that can be bought if required for greater requirements.
- Abide by other rules and regulations as determined by us which are communicated to you by email. We may add, delete or amend the rules and regulations at our reasonable discretion and with notice to you;
- We will provide notice to you of any changes to services, fees, or other updates to the email addresses provided by you. It is your responsibility to read such emails;
- For security reasons there is CCTV in the area and we may regularly record via video certain areas in the Premises;
- We may disclose information about you and members as necessary to satisfy any applicable law, regulation, legal process, government requests or request from our landlord or its mortgagee (if any)
- We want you to enjoy working with us so please just talk to us if there is anything at all we can do to help with your business or to make your working space better.



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