

Coastal Offices House Rules

Coastal Offices is a private and co-working office space created to meet the needs of all sectors, and business sizes. Coastal has been designed to encourage participation amongst all its members, while also adhering to a fair and considerate work environment. In order to make our space equally enjoyable for all members, the Coastal membership comes with the following rules and responsibilities.

Please treat both the co-working space, and your fellow members with the same respect that you would like to be treated.

NOISE

- As a co-working space, Coastal Offices asks you to respect your fellow members by attempting to only use the office space as a quiet, professional, and work focused environment.
- Throughout the primary co-working area keep all phones on silent and/or vibrate. Please keep all phone calls to one of our three coastal provided phone booths or step outside the area.
- If the members are not respecting the House Rules, members have the right to politely remind them of the noise rules.

CLEANLINESS

- Members are expected to keep all work areas clean, tidy, and to a standard that doesn't effect or disrupt other members work.
- Members are expected to not leave garbage in co-working areas, and use the garbage and recycle bins as provided.
- Members are also encouraged at all possible opportunities to recycle and compost in order to reduce waste, and improve sustainability.
- The kitchenette facility should be left the way it was found, so that all members can enjoy the benefits.
- The toilet and shower facilities should be treated with respect, so all members can take advantage of them.