
Acceptable Behaviour + Fair Use Policy

For purposes of this document, any guest brought into the space will be required to abide by the acceptable and fair use policy as if they were a Member.

DISCLAIMER

Loss or injury to any member or to any guests or to any goods or property of theirs, on the premises of Verkspace, shall not give rise to any claim against Verkspace or any employee.

INTERPRETATION OF THE RULES

In the event of any dispute arising as to the meaning or interpretation of these rules, the matter shall be referred to the Verkspace Cofounders, whose decision shall be final.

FUTURE UPDATES

As the collective grows and services are added, the Acceptable and Fair Use Policies will be updated. Verkspace has the right to amend these rules from time to time as required by applicable law or the needs of the membership and Verkspace offering. This is to ensure everyone is able to function in a positive space that allows them to grow their business.

All concerns over these policies and future changes will be directed to the cofounders at cofounders@verkspace.ca.

GENERAL BEHAVIOUR

While on the property of Verkspace, members shall act in a manner that is respectful and courteous to other members, guests, members of staff at Verkspace + third parties. Members shall not act in a manner that is harmful, abusive or offensive. Failure to act in a way that is respectful will result in immediate termination of the license agreement and exclusion from the property. Any member deemed to be infringing on the rules or engaging in misconduct will be required to explain themselves to the Verkspace Cofounders. Complaints of misbehavior should be made in writing to Verkspace. Misconduct includes use of illicit drugs, theft or damage to any Verkspace property, or any infringement of the acceptable use policy. Remember others may perceive what you think is funny, differently.

Please consider the following as a complete guideline to your behaviour at Verkspace.

DRESS CODE

1. Members and guests should dress comfortably, in a manner that reflects their own personal style.
2. While bad style is not a disciplinary offense the line must be drawn somewhere; therefore, swimwear, pyjama wear + hangover attire are not permitted.

SEXUAL HARASSMENT

1. There is zero tolerance for sexual harassment at Verkspace. If you are feeling harassed by any member, inform the member of your feelings and submit a detailed account of the situation to the Cofounders via email at cofounders@verkspace.ca.

WORKSPACES

1. Due to the open nature of Verkspace, all members are requested to keep their desks neat, and free of garbage.
2. At the end of the night, be sure to return all glassware to the kitchen for cleaning, and place all waste in the appropriate receptacles.
3. All Dedicated Desk members will be provided with a key to their lockable cabinet. It is the responsibility of the Member to keep valuables secured.
4. All Hot Desk Members are required to tidy up the space they've used and leave it ready for the next member.

INTERNET

1. There is WIFI access available throughout Verkspace for members and their guests.
2. All users are asked to be mindful of upload and download bandwidth usage.
3. Do not stream television shows or sporting events during regular business hours.
4. Verkspace does not tolerate the viewing, uploading, downloading or sharing of pornographic or offensive material or tolerate any illegal file sharing or downloading of pirated software, films, television and the like.
5. WIFI access is not guaranteed by Verkspace at all times and may periodically be unavailable during network maintenance or neighborhood outage.

PRINTING + PAPER

1. When printing think twice before hitting cmd+P. As nice as a warm, fresh laser print is, we want to reduce our impact on the environment.
2. Members are allowed to print on the available printers.
 - 2.1. Printing to should be kept to low volume runs.
3. No printing of mass marketing materials (posters, pamphlets) is permitted. If you're in need of large volume printing check with the Front Desk for some of our recommended, discounted print partners in the neighbourhood.

KITCHEN

1. While we may not all work directly with each other in business, the one area where we can pull together is keeping the common areas clean.
2. Aside from the washrooms, the most important space to maintain is the kitchen. Please follow the following when it comes to using the kitchen:
 - 2.1. Rinse all dirty dishware before placing it into the dishwasher.
 - 2.2. Place all waste in the appropriate garbage, recycling and organic bins.
 - 2.3. Place a provided name label on all items being placed in the fridge.
3. Each weekend the fridge will be emptied of all food items. Be sure to take home your food and containers before Friday night.

BEVERAGES

1. It's important to stay hydrated, so we provide plenty of options for our members to do so. Coffee, tea and water are all available to take care of your thirst quenching needs. While doing so we ask a few things:
2. Members are welcome to consume all beverages on site.
3. No beverages supplied by Verkspace are to leave the premises. This means not taking product home.
4. Members found to be removing product from the building will be subject to enforcement procedures.
5. Members will notify any of the Verkspace team of any issues with regards to beverages, such as non-functioning equipment, or low stock levels.
6. All bottles and cans are to be placed in the recycling receptacles.
7. All glassware is to be placed in the dishwasher when finished with.

ALCOHOLIC BEVERAGES

1. When it comes to alcoholic beverages we ask that you enjoy responsibly. What does responsible consumption look like? Well...
2. Minors (under 19 years old) are not permitted to consume alcoholic beverages.
3. Any Member found to be providing alcoholic beverages to a minor will have their membership immediately revoked and their security deposit will be forfeit.
4. All policies regarding Beverages above, also apply to Alcoholic beverages.
5. Verkspace does not allow public or private drunkenness. Drunkenness on site will result in dismissal.
6. Any member drinking on site is reminded to consider their personal safety and the safety of others when it comes to their travel plans when they leave the building.

GUESTS

1. While you may have clients and others on site for boardroom meetings, guests are those who you invite to work in the space with you.
2. Guests are permitted to access the boardrooms and other meeting rooms, after they have been registered with the Front Desk.
3. At this time Collective and Hot Desk Memberships are not permitted to have guests in the common areas. If you would like to have a guest work with you for the day, you are welcome to reserve a boardroom or meeting room.
4. Members with a Dedicated Desk or Private Office are permitted to have guests in their office or in the lounge, but are required to register them with the Front Desk.
5. Guests are **not permitted after business hours (M-F/9-5)** without the express written permission of the front desk staff. Requests should be made by email to your respective front desk manager at your location.
6. Any guest(s) of Dedicated or Private Office members will be allowed to visit for a total of 2 days in a 12 month period before they are required to purchase a drop in pass or membership.
7. Members are responsible for their guests behaviour and actions. Any damage, theft or accidents caused by guests will be remedied at the cost of the Member.
8. Guests are not permitted to be in the space alone at any time.
9. Guests are not permitted to sit at desks that are designated to other dedicated members.

BOARDROOM USAGE

1. The boardrooms at Verkspace are a shared resource. This means we need to respect the booking of these spaces.
 - 1.1. Please check [Cobot](#) for the availability of the room.
 - 1.2. Please book any meetings in the boardroom through Cobot.
 - 1.3. All memberships come with a monthly allotment of boardroom credit.
 - 1.4. All bookings must be cancelled with at least 24 hour notice to avoid credits being used or overages being charged.
 - 1.5. Any usage of the boardroom above monthly allotted time will be billed on your next invoice.
 - 1.6. Please ensure that the door is closed during your meetings and be aware of your noise level.
 - 1.7. Respect a closed door and do not enter unless invited in.
 - 1.8. When your meeting is complete, please remove all waste to its proper receptacles and place all glassware in the dishwasher.
 - 1.9. If you find any deficiencies in equipment, please report it to the Front Desk as soon as possible.
2. Collective members are permitted to use the Boardroom and meeting rooms during Front Desk Hours 9:00AM and 5:00PM, Monday to Friday.
3. The Front Desk is closed on all Public Holidays.

NOISE

1. While we absolutely encourage getting to know your fellow coworkers and collaborate with them, we just ask that you please be mindful of your noise level so not to disrupt other member working away on their projects.
2. With the above in mind, we are also not a library and there is no expectation for complete silence.
3. Speakerphone use is not permitted outside of meeting rooms and offices.

SECURITY FOBs + DOOR CODES

1. Security FOBs will be used to gain entry to Verkspace and should be carried by the member at all times.
2. Security FOBs are strictly non-transferable; Use of a security FOB by anyone other than the member will result in the FOB being confiscated and possible disciplinary action.
3. There will be a charge of \$45+HST for providing replacements for lost or security FOBs.
4. Door codes are not to be shared with other members.
5. Please notify the cofounders of any changes to your employees employment status, so that their access can be adjusted as needed.

ILLEGAL SUBSTANCES + DRUG POLICY

1. No member shall use, ingest, possess or distribute illegal drugs, or use, possess or distribute any drugs in an illegal manner while on Verkspace premises.
2. Any member found to be in violation of this policy will be asked to leave immediately and may have their membership revoked with no right of appeal.
3. Members are responsible for their guests' behavior and if guests are found to be in violation of this policy they will be asked to leave immediately. The member who signed them in will be subject to Verkspace's disciplinary procedures and his/her membership may be revoked.

MOBILE PHONES

1. When in Verkspace, phone ringers must be switched off or put on silent or vibrating mode.
2. Please be aware of your volume level and use of vulgar language when making calls in the common spaces.
3. Members are reminded to not use speakerphone settings in the open desk and common areas.
4. If the boardroom or meeting room is available, please feel free to take your calls there.

IDEAS AND FEEDBACK

1. Members' ideas, thought and complaints shall be put in writing to a Cofounder or Front Desk and will be fully considered.
2. Members are encouraged to attend Quarterly Town Hall meetings to share in the development of the community.

ANIMALS

1. Animals must be registered as an animal member in the space. Please contact one of the Cofounders with regards to an animal membership.
2. Pets are not permitted to be on the furniture, no exceptions are made on this.

LOST PROPERTY

1. If you have lost an item while at Verkspace, please immediately report the lost item to the Front Desk.
2. When a lost item is found by Verkspace, it shall be kept in the lost and found for one month. If the owner can be identified, Verkspace will report it immediately.
3. After the one-month period expires, Verkspace will dispose of the property.
4. Please note that Verkspace will bear no responsibility over the loss of any property by members or guests.

PRIVACY + INTELLECTUAL PROPERTY

1. Working within a shared space means we share privileged access to the knowledge of other businesses. Members are to treat all knowledge gained in the space with the same privacy they would expect of their own work.
2. Members are asked to refrain from taking photos in areas where work is being done.
3. Please alert any applicable members and the cofounders if at any time a conflict of interest happens within the space, so that efforts can be made to minimize potential exposure.
4. Verkspace and it's cofounders are not responsible for any breach of information that may occur within the space.

SUSPENSION PROCEDURE

Suspending a member can occur as a removal from the space, or a temporary suspension of access. Any Cofounder of Verkspace may temporarily exclude or eject any member or guest whose behavior he/she considers in his/her discretion to amount to misconduct, such as public intoxication or violent outbursts. Such suspension may lead to further disciplinary action. Verkspace has the right to exclude any guest without stating a reason.

DISCIPLINARY ACTION & EXPULSION

Should a member infringe the rules of Verkspace or make him or herself obnoxious to another member or be considered guilty of misconduct in Verkspace or in public, he or she may be required to furnish an explanation to the Cofounders and/or risk disciplinary action, including termination of their License Agreement. Conduct that is prejudicial to the reputation and character of Verkspace may result in expulsion. Such conduct may include violent or abusive behavior, the endangerment of the safety of others and the communication of information concerning Verkspace, members or their guests' affairs to the media and general public.

Any decision related to expulsion shall be at the sole discretion of Verkspace Cofounders. Any deliberations thereon shall be in the strictest confidence and no reasons will necessarily be issued for any decision. If the Cofounders determine to expel, cancel or suspend the membership of a member, a written notice will be sent to the member by email or to the current address on file. An expelled or cancelled member shall cease to be a member when the Cofounders decision is communicated. No refunds of service fees will be given to an expelled member. He or she may not return to Verkspace as a guest.