

COMMUNITY NORMS

1. Proximity Network Benefit

- You + Membership = Access to everyone.
- 3 guest passes/monthly to other Proximity Network Spaces.

2. While we encourage having fun, it is still a place to work.

3. All members must pay.

4. Don't give your access to anyone!

5. Guest/Visitors

- Visitors are allowed with all members and must check in with the front desk. Those spending more than one hour are asked to purchase a day pass.

6. Railyard Offices is a 24/7 facility.

- Access is based on membership.
- Overnight lodging is not permitted.

7. Rules of the Kitchen

- You are responsible for washing the dishes you use. Dirty dishes should not be left in the sink.
- We check the coffee often but if you take the last cup, please make more!
- If you make a mess in the microwave, clean it up.
- Label & date your food in the fridge. Railyard staff reserves the right to toss unwanted science project.

8. Rules of the Common Area

- The main lounge space (Depot) is for more open, collaborative work, while the other common areas are for quieter, more focused work.
- Please be considerate when on phone calls. Use the phone booths, limit time to 30 minutes (not speaker phone).
- Be respectful of others space. Don't be the guy/gal that takes up two spaces.

9. Rules of the Meeting Space

- Conference Rooms, Huddle Rooms, & Event Spaces must be reserved. After use make sure everything is back to its rightful place.
- No re-sell or donating of meeting space to non-members or outside groups.

10. Smoking

- Railyard Offices is a smoke, tobacco, and illegal substance free facility.

11. Pets

- Railyard Offices cannot allow pets in the facility.
- We love them but only service animals are allowed.

RAILYARD
OFFICES