



Space @ the Gate House rules

The User agrees to comply with the following rules:

1. Turning off all the User's electronic devices prior to leaving the office for the day.
2. If leaving the office empty for more than quarter of an hour:
 - closing and locking all windows where possible, and
 - ensuring all personal possessions are securely stored or taken away.
3. Users must sign in at reception when entering the building and sign out when leaving. If last to leave the shared office for the day or leaving the office empty for more than quarter of an hour:
 - closing and locking all windows,
 - ensuring all communal electrical devices are switched off,
 - ensuring a member of SEE staff is informed of the Users departure.
4. Not touching or using any Other User's personal or business property for any purpose without express permission from the Other User.
5. Not using any Other User's desk space, chair, or the area under their desk without permission from both the Other User and the Company.
6. Not using any of the common areas for any purpose including storage without the written permission of the Company.
7. Not granting access to the office to any person, except for the purposes of the User's Business Activities.
8. Not using the office for non-business purposes.
9. The use of the assigned desk is for the User only; the User may not lend it to or share it with anyone without the prior written permission of the Charity.
10. The use of each desk is for one User only.
11. The User may not arrange to have keys made.
12. The User may not lend keys to anyone.
13. Animals are not permitted in the office without prior consent.
14. Children are not permitted in the office without prior consent.
15. Users are not permitted to share access codes and passwords with any other person.



16. Personal heating devices are not permitted in the office.
17. Users acknowledge that electricity is provided for the purposes of carrying on the User's agreed Business Activities; that the use of this electricity is subject to a fair use policy; and that electricity may not be used for personal purposes.
18. Users acknowledge that the use of Broadband internet is restricted to the agreed Business Activities, that this is subject to a fair use policy, and that Users are not permitted to download data/files for personal use.
19. Users are responsible for insuring against loss or damage to any property they bring to, or leave in, the premises.
20. Users are responsible for insuring themselves against any claim made by any person to whom they grant access to the Premises, due to damage to their property or injury/death while on the Premises.
21. Common items
The User shall pay the Company for any damage they cause to common items, and/or for any loss of common items resulting from their actions. Common items include, but are not limited to: the plumbing, lighting, electricity, internet hardware, kitchen fixtures and fittings, cutlery and crockery, dishwasher, fridge, microwave, kettle, toaster, bin, cleaning cupboards, cleaning equipment, arm chairs, coffee table, pictures, wall art, fire extinguishers, security shutters or grills, window blinds, wooden flooring, lighting fixtures, smoke detector, burglar alarm, door, locks.
22. Meetings:
 - Users must hire the meeting/training rooms (published rates) in order to use them,
 - Users must adhere to the room capacity when planning events and meetings (details can be obtained from SEE staff).
 - Users must obtain the Company's permission to hold public meetings and or events,
 - Users may never hold a meeting that may interfere with the work of Other Users or the Company.
23. No smoking is permitted anywhere on the premises.
24. Users may not access restricted areas within the building (these areas will be advised by the SEE staff and marked with signs)
25. Users may not remove any property of the Company from the building
26. Users are not to change settings on the heaters/radiators or air conditioning without first consulting with the SEE staff.
27. Users are asked to familiarize themselves with the location of the fire exits and the external assembly point. Evacuation and fire alarm procedures can be obtained from SEE staff.