



## COMMUNITY NORMS

As a member of The Trade, we (and your fellow members) encourage and expect you to take pride and ownership in your community. Here's how:

1. Members may NOT spend their days soliciting to other members
2. The Trade is a place to work; please refrain from bringing in small children or loud gatherings
3. Every person using The Trade MUST be a paid member
4. Here's some stuff regarding conference rooms:
  - a. **You MUST reserve a conference room**
  - b. **A staff member will assign a conference room credit if you occupy an unassigned room for more than 15 minutes**
  - c. You may not re-sell or donate your conference room time
  - d. You may purchase more hours at a discounted rate
  - e. Hours do NOT roll over or accumulate
5. Here's some stuff regarding communal areas:
  - a. Please make phone calls inside your office, outside, or reserve a conference room if your call will last longer than **3 minutes**.
  - b. **Speaker phones are NEVER allowed at The Trade**
  - c. Please occupy only one spot at a time in the common area
  - d. The "One Hour Rule": if you'll be gone for longer than an hour, please pack your stuff up so your spot is available for another member.
6. We cannot allow dogs or pets (except service animals) at The Trade.
7. The Trade is a smoke-free facility (including vapor). Please smoke/vape outside 20 feet away from windows and doors.
8. Anyone caught stealing will automatically have their membership terminated. Legal action may apply.
9. **You will hear other members having private conversations, as well as others may hear your conversations. You may also see private projects, or may be working on a private project - by reading these community norms, and the attached TOU, you are acknowledging terms of confidentiality to your fellow members along with yourself.**
10. Please refrain from bringing in strong scented food, or perfumes. Do not burn incense, candles or humidifiers, or plug in any sort of perfumes.