



Co-Working Community Guidelines

Welcome to our coworking community. These guidelines keep our coworking community running smoothly for everyone. Please do your part to make this a place where everyone is healthy, respected, supported and happy!

Cleaning & Sanitization - to promote health and safety we ask coworkers to wipe down desks, tables, counters, chairs, after each use. Sanitizing wipes are located under the coffee bar. We try our best to empty trash cans often, and have hired a cleaning company to clean our bathrooms and hard floors once a month.

Preferred Parking Areas - Parking available in front of the building on Adams street, or behind the building, in the HUB712 parking lot right by Santa Maria Winery.

Door Access - Office Plan Only

You will receive a key to the building and your office. This key(s) will be “checked” out to you. This will allow you to enter the building 24/7 per the coworking plan (see below) . Please do not share this key with anyone else.

Other Plans- Since you are reserving at least 24 hours ahead of time, HUB 712 staff will open and close the building as needed or for their flex open hours.

Coworking Hours - Hours vary by plan type, as follows:

Flex Plan hours are Monday-Friday 8:15a to 5p. Please plan your work to end at the closing times.

Office Plans include 24/7 access.

Day Passes - day passes are available Monday-Friday 8:15a to 5p. The daily rate is \$10. Day Passes may be obtained with 24 hours advance notice. This window may be shorter, based on staff availability.

Guests - the intent of the coworking space is to provide a place for you and your business to thrive and grow in a supportive community. With this in mind, we ask that coworkers limit guests in the coworking space to meeting rooms or collaboration spaces for the duration of the meeting only. A day pass is available to purchase through our website for \$10/day if you want your guest to be able to stay and use the space beyond your meeting time. Office Plans may have guests.

Since our facility is partially secured, please meet your guests at the entrance to let them in, in case HUB 712 staff is not present.

WiFi - Password is

Mailing Address - Office Plans who wish to have mail delivered to this space can use the following address to receive mail:

603 N Adams St, Carroll, IA 51401

Coworkers are responsible for ensuring mail is forwarded to their new address upon termination of their coworking agreement. Any mail received after ending your coworking plan will be recycled.

Printer - Please let us know when supplies are getting low. For scanning, we recommend using a USB drive.

Campsite Rules Apply - leave things better than you found them. Please help keep things tidy in any space you use in the building, including conference rooms, desks, etc.

Supplies - you are responsible for your own office and meeting supplies. If you notice we are low in supplies for restrooms, the coffee bar, kitchen area, or whiteboards, please let us know.

Trash- you are responsible for emptying your own trash bins. Our building trash can is located behind the building, tucked in the rear corner of the West side.

Supply & Equipment Storage

Desk plan members - you may leave your supplies & equipment in your workspace.

Daily Pass & Flex plan members - please take your supplies & equipment with you when you leave each day.

Whiteboards - wipe off the whiteboards when you are done using them. Throw away "dead" whiteboard markers when you find them and let us know if you need more.

Emergency Procedures

Tornado - in case of a tornado warning, gather in the lowest level and in an area with as few windows as possible until the warning has passed.

Fire- 3 Exits- North, West, and East

Communication

We like to keep you up-to-date on all our activities and events.

Email - watch your inbox for on-the fly updates. You can email us directly at: hello@hub712.com or Jennifer, the Director of Services at _____.

Calendar- watch the HUB 712 Community Calendar for upcoming events, and conference room reservations.

Booking- Currently, we are working on updating our website. Anyone can book by emailing hello@hub712.com or calling us at (712)-775-3687. Flexible booking: reserve as early or as last-minute as you like (based on availability).

Be Kind and Respectful

Our coworking community should be a welcoming space for everyone. If you observe or experience any behaviors that concern you please report them to us. There is zero tolerance for discrimination, harassment or violence. Taking physical property, intellectual property, or information without permission is never ok.

Privacy - be respectful of each other's privacy. Coworking means working together, and collaboration is a value we share.

Phone Etiquette - For longer calls or conference calls, reserve the conference room, or find a private space. Feel free to use an empty office, if available.

No Smelly or Dangerous things - please be thoughtful about foods and other scents you bring into the coworking space. There is no smoking allowed on the property. Alcohol is only allowed at authorized events. Drugs and weapons of any kind will not be tolerated on the premises.

Background Checks - may be done if we believe we need to in order to keep things safe and preserve the mission of the coworking space.

Kitchen & Coffee Stations

Help us keep Kitchen and coffee station areas clean and ready for the next person to use. We encourage you to recycle, so we have provided a recycling box in the cabinet located on the right side of the fridge.

Refrigerators - use refrigerators to store your lunch, snacks & drinks for the day. Take home leftovers at the end of the day. If need be, mark your items with your name and date, as the refrigerator will be emptied periodically.

Coffee Stations - coffee keeps us going! Help out by filling the Keurig with water, wipe down counters, spills, and please don't leave your cups behind. There is a cleaning closet for the coffee bar, located near the coffee station. Never leave dirty dishes or cups in either sink.

Cups, Plates & Utensils - use reusable supplies whenever possible! Bring your own water bottle, favorite coffee mug, plates & utensils. Clean and dry them so you can keep them with you at your desk or work area. Please don't leave them at the kitchen or coffee stations (and never leave them in the sink).

Microwave - use a plate cover to keep things clean when heating up food. Make a mess? Please clean it up.

Questions, Concerns

Please feel free to contact us anytime with questions or concerns at hello@hub712.com. If you would like to meet individually, please reach out to Kimberly Tiefenthaler or Jennifer Luengas-Otto.

I acknowledge that I have read and understand the Coworking Guidelines. I understand these are subject to change.

Coworker

date