

MISSION STATEMENT

HUBworx360.com

inspiring creativity, intelligence, work and innovation.

HUBworx360 is designed to provide shared workspace, fostering an environment centered around teamwork and collaboration. Everyone is welcome in our community.

HOUSE GUIDELINES

HUBworX360 provides our community and visitors with a fun, peaceful surroundings where you can concentrate on work, creativity, and collaboration, while improving your productivity as well as widening your circle of friends, acquaintances, and business contacts. However, members should keep in mind, HUBworX360 is a workplace where courteous and respectful house rules apply.

Failure to respect all in our community can result in exclusion from the shared coworking space.

1. COMMUNITY GUIDELINES

First and foremost...LOVE WHAT YOU DO.

HUBworX360 is not a place for hatred, abuse, discrimination, disrespect, profanity, meanness, harassment, or spam.

OVERVIEW - PLEASE NOTE...

- Our space may not be used to promote violence, degradation, subjugation, discrimination or hatred against individuals or groups based on race, ethnic origin, religion, disability, gender, age, veteran status, sexual orientation, or political ideologies;
- It is not permitted to use the space to promote videos that are sexually explicit or post links to sites that contain sexually explicit material or show people or animals being hurt or degraded;
- Please do not spam other members with unsolicited or unauthorized offers of goods and services, advertising, promotional material, junk mail, spam or chain letters, or inappropriate messages;
- No illegal drugs or drug paraphernalia are never permitted in the workspace. There is no smoking inside or outside grounds of the HUBworX360 property. There are small seated areas between each of the industrial buildings where smoking is permitted;
- It is disrespectful to engage in any activities that interfere with or disrupts the proper operations of the space or any activities conducted within the space;
- Most of all...be nice, be kind, be generous.

HUBworX360 reserves the right to terminate User Accounts for any activities deemed inappropriate.

a.) The spaces

Always enter HUBworX360 in the first door, Suite A. In the event of extremely inclement weather, heavy snowfall, or icy conditions, Suite B will also be made available for entry. Both exits are always left unlocked for emergency exit.

- When using any shared space, take care of our property and yours. Any damage to furniture or property by a member or guest will be the responsibility of the member.
- Please be aware of your personal possessions when using space. HUBworX360 can not be responsible for any loss incurred by members or their guests.
- Each working unit is provided a table, chair and wireless or cable internet access.
- The coworking shared space can be used between 8 am and 5 pm, Monday through Friday.
- Please to respect all property. In such case that furniture or property damage arises from negligence, you will be required to pay for such damage.
- You may not bring your own furniture into the coworking space unless required due to a disability.
- You may not post on any walls without prior permission.
- Everyone should endeavor to make the shared spaces pleasant for all users. The temperature of the room will be maintained to suit most users. We normally avoid under- or overheating, as it is a waste of valuable energy. Outside mechanical equipment, such as space heater, are not allowed.
- We love pets, but they are prohibited in our coworking areas due to some members potential allergic reactions. However, service dogs are always welcome.

b.) The Fisher Conference Room

- There is one dedicated conference room available.
- The furniture in the conference room should remain there at all times.
- The conference room can be used for business meetings, small training seminars and conference phone calls.
- You can reserve the conference room through an online scheduler.
- The conference room can also be used with permission of the Community Coordinator without prior reservation, if it is available.

c.) Use of kitchen area

- Our coworking space includes a small kitchen area that can be used by all coworking members.
- Please label your name on the food and beverages placed in the cupboards or fridge.
- Please remove unused items at the end of each day.
- Everyone is responsible for keeping the kitchen clean and tidy.

2. NOISE

• Coworking is a shared working environment so everyone should make their best effort to maintain a fun but peaceful working atmosphere.

a.) PHONE CALLS

- Please place your cell phone on vibrate mode to prevent from disturbing others.
- When speaking on the phone, please adjust the volume of your voice. If your phone call might disrupt other people using the coworking space, please make your phone call in the private phone booth or a private room (with approval) if not in use.

b.) RESPECT QUIET

- Please do not meet with colleagues to have loud discussions in the open space area's. Meeting with friends and/or business associates should take place in the DIA Gallery Cafe, conference room or any available private rooms (with approval).
- Playing darts in the mezzanine? If you get a bull's-eye, please do not scream with excitement. Simply grin at your opponent, that will cause them plenty of grief. You don't want to disturb others.

c.) VISITORS

- Visitors are always welcome at HUBworx360 • The Community Coordinator will inform you if guest(s) arrived.
- All visitors, when arriving at HUBworx360, must first sign-in at the reception area.
- Although visitors are allowed in the coworking space, everyone needs to abide by the rules concerning the voice level.

3. CLEANLINESS

- All coworking members are responsible for keeping all common areas neat and clean. All members must keep their desk and space clean. Always dispose of garbage once you have finished the work day. Please recycle whenever possible.
- Cleaning supplies are kept in dedicated places. (see Community Coordinator)
- If you experience a spill, please contact Community Coordinator immediately and we will do our best to assist.

4. USE OF THE INTERNET

- Users of the coworking space have free access to the HUBworX360 wireless network.
- Ask the head of the coworking space for the password (if needed). • Illegal data file download (torrents) are not allowed.

5. PRINTING

- Printing for private office tenants is available free in quantities listed below. Larger jobs can be printed, but please inquire with Community Coordinator to get an exact cost associated with you project.
- Each Office is afforded 100 free Letter-size color or b/w prints per month. At the end of each month, the private office tenant will be provided a calculated total of any prints in excess of 100 copies. Additional copies will be invoiced at the end of each month at 20¢ per copy. Each month the tenants print copy total will be set to zero. There is no credit available for unused print copies and unused copies can not be carried forward month-to-month.

Our Ricoh printer can print 4 different page sizes: • 8.5 x 11 • 8.5 x 14 • 11 x 17 • 12 x 18

The standard 8.5 x 11, printed one side is counted as **one** copy. Two-sided prints are counted as **two** copies.

The printer counts any larger size stock as follows:

- **8.5 x 14 • 11 x 17 • 12 x 18** • Printed one side are counted as **two** copies. Two-sided prints on larger stock are counted as **four** copies.

• Each office member can download printer drivers onto their computers and use the printer for their purposes. The Community Coordinator will assist you as needed. In the case of any printing difficulties, please Contact the Community Coordinator for assistance.

6. SECURITY

At HUBworX360 you can always feel safe and secure. We provide 24/7 professionally monitored "Guardian Alarm" security throughout the workspace. HUBworX360 is monitored with security cameras both inside and out. Our parking area is lighted at dusk for your added safety and protection. Please report any suspicious individuals, activities, or packages to HUBworX360 Community Coordinator immediately in order to keep our members safe. For any minor injuries in the HUBworX360 space, we do have a first aid kit at the reception area.

7. SOME MINOR RESTRICTIONS

Members using a workspace areas, the conference room, private offices, or any open areas, may not remove any artwork from the walls. Members are also not permitted, to hang any posters, or artwork on any walls, including in private offices. If you prefer a specific artwork on the walls of your private office, please see Community Coordinator who will approve and professionally hang the artwork as desired. Please do not nail, push-pin, tack or tape onto any of the wall surfaces.

8. YOU'RE IMPORTANT

At HUBworX360 our community is family. We need to nurture each other and connect with others that we can help and can help us. If for any reason you experience a situation which is questionable or uncomfortable, please report to HUBworX360 Community Coordinator.

Custom HUBworX360 coasters are completely free to members and guests. Please feel free to take a dozen, and use them in your home or business setting. Help us spread the word... "Hubworx360 – CELEBRATING DETROIT: inspiring creativity, intelligence, work and innovation."

MEMBER/VISITOR AGREES TO ALL THE HUBworX360 GUIDELINES OF CONDUCT.

By signing below you hereby agree to all the terms and conditions set forth by HUBworX360 as clearly outlined in this document. You also understand that this document is subject to change without notice and all members will be notified via email of such changes and/or updates.

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