

House Rules for Hotdeskers

SECURITY

Civic Trust House provides reasonable security measures to the building and the Co-working room but cannot be held responsible for any tenant property lost or stolen or damaged. Please keep your valuables with you at all times.

AREAS OF ACCESS

A current agreement allows the named signee access 9.30-5.30pm Mon- Fri to their designated desk, the kitchen, reception, stairs, landings, toilets, fire escapes and boardroom **only**.

ACTIVITY

Hotdesks are to be used to Arts and Arts-related activity only.

CONDUCT IN THE HOTDESKING ROOM

1. Please have respect for your fellow Co-workers and aim to keep noise and disruption to a minimum.
2. Avoid giving and taking offense and use appropriate language for a work environment.
3. Be aware of and respect everybody's personal space and property.
4. Please be aware that smells, (even deodorants and perfume!) can be disruptive to some people. Please do not bring hot food upstairs but use the kitchen to heat and eat hot foods.
5. Two people can sit at your designated desk if necessary, but the use of space or noise made must not interfere with any other people in the room. If there are more than two you must leave the desk and find an area to talk elsewhere.
6. Please take care to separate your recyclables from landfill and use the appropriate bins.
7. Please clean up any spills or mess you make.
8. If the room needs attention or if the bins need emptying please let reception know or say it to the caretaker if you see him.
9. If the room is too hot or too cold please let reception know. It is not permissible to use any plug-in heaters.
10. If you need anything please contact reception and we'll do our best to accommodate.

GRIEVANCE

If you have any issues with other users of the co-working space or any other users of the building that are not being resolved between yourselves please contact the Building Manager.

BOARDROOM USE

1. Business hours hotdeskers are entitled to 4hrs of prebooked use of the boardroom per quarter.

2. The boardroom may also be used on an ad hoc basis, if available, with the agreement with receptionist on duty.
3. Further pre-booked hours are available via separate boardroom booking through reception

ALCOHOL/SMOKING/DRUGS

Smoking is not permitted in the building, please go outside if you wish to smoke and dispose of butts in the container provided on the front step. Alcohol should not be consumed on the premises except during special events, and the use of illegal drugs is not permitted.

UTILITIES

Your quarterly deposit covers all gas, electric and water usage.

POST AND PARCELS

You may quote our postal address in your business or organisation. It is Civic Trust House, 50 Pope's Quay, Cork T23 R6XC. We will receive post and store it in your designated pigeon hole (or hold at reception) any post or packages received for you or your company. You must ask for them and collect them when you are at Civic Trust House. We cannot accept on your behalf anything heavier than 30kg or larger than 1 cubic metre.

VISITORS

Visitors must come to our reception and ask for you, and we will ask them to wait while we fetch you (or ring you). If you are not in the building we can take a message and email it to you or call you.

IT

Civic Trust House does not have a staff member dedicated to IT but where possible help will be given by the Reception team. Our preferred IT company is BCIT (Bernard Cotter) and call-outs from him can be ordered on your behalf by reception, but will be charged directly to you.

PAYMENT

You will be invoiced quarterly for your contribution towards house costs. A security deposit of 3 months rent is requested which will be returned provided that 30 days' notice is given before you leave. Payments can be made by cheque to reception or by electronic transfer (account details are at the foot of each invoice).