

# Amata Rules & Regulations

It is the goal of Amata to provide a community where all our members are able to enjoy a safe, comfortable work environment, a place to network with others to expand their business and social networks. To ensure we accomplish these things we ask all our members to be respectful to others and follow the rules & regulations as they are explained below.

**Advertising and Soliciting.** Office to office canvassing to solicit business from other members is frowned upon. We are all about getting new business, but please do this in a manner that is respectful to others.

**Pets.** With the exception of service animals, we currently are not allowing animals in the centers. We love our pets, but unfortunately some of our members suffer from allergies that may be triggered from having pets in the center.

**Insurance.** Each member is required to maintain their own insurance to adequately protect the business and employees.

**Security.** We ask that all members comply with all safety, fire protection, and evacuation procedures and regulations established by each building and/or government agency and to cooperate with all programs affecting the building.

**Smoking.** No smoking of any kind is permitted in any of our centers.

**Windows.** No sign, lettering, picture, notice, or advertisement should be placed on any outside window or in a position to be visible from outside the Center.

**Utilities.** Please be mindful of the environment and don't waste our resources. Shut off water when not in use, and please don't tamper with any temperature controls. If the temperature of a room is not to your liking find one of our team members and ask them to adjust it.

**Security.** Please no explosive or inherently dangerous materials in the centers. Please be vigilant with your belongings and report any suspicious activity to our team members.

**Noise.** We realize co-working atmosphere is prone to a certain level of noise. But please, use headphones when listening to music and always be mindful of those around you. Workstations designed for one person should only be used by one person at any given time to keep unnecessary noise at a minimum.

**Janitorial.** Amata provides janitorial services for basic cleaning of the center every evening. We do ask that each member clean up after themselves, especially in the common areas so all members can enjoy a clean, professional environment.

**Food and Beverage.** We allow food and beverages most everywhere in the centers. We do ask that you not do any cooking, outside of using the microwaves in the cafes and please no open flame burners in the centers. If you have foods, they give off strong odors please confine them to the café as to not offend other members working.

**Internet and electronic devices.** Amata members and their guests have access to high speed internet throughout all Amata facilities. This includes wireless internet access. Since it is possible that certain devices may interfere with access for our members, Amata reserves the right to disconnect or disable any device that is believed to be interfering with another member's internet access. We also ask that each member respect the rights and privacy of other members and do not attempt to access another member's computer or other digital device.