

Building Code of Conduct

Welcome to our The Space! As a private, member-run organization, we strive to maintain a collaborative, respectful, and efficient environment for all members. Please follow these guidelines to ensure the best experience for everyone. If it's your first time attending out venue, make sure to give this document a read.

1. General Building Etiquette

- **Respect the Property:** Treat the building and all its amenities with care. We are tenants on a property located in a residential neighborhood, so please be mindful of noise and cleanliness.
- **Be Mindful of Noise:** Keep excessive noise levels to a minimum, especially in the evenings. Respect our neighbors.
- **Keep it Clean:** Always clean up after yourself. Whether it's the kitchen, co-working space, or event area, leave it how you found it (or better).

2. Access & Security

- **Building Access Codes:** Unique membership codes are provided to each member. Do not share these codes outside of your membership. If you have guests, ensure they are always with you while inside the building. This is a private, member-run organization.
- **Locking Up:**
 - Ensure all doors are locked when you leave.
 - Turn off all lights.
 - Close any open blinds.

3. Kitchens & Food

- **Shared Member Kitchen:** This kitchen is for members to store and prepare their personal meals. Label your items and be mindful of shared storage space. Do not take anything that isn't yours. The shared fridge will be cleaned out every so often.
- **Organization's Kitchen:** This kitchen is stocked with items purchased by The Space. Anything here is up for grabs for members, so feel free to use it for meals. However, please respect the quantities so that others can enjoy as well.



4. Event Spaces

- **Booking the Space:** If you need to host an event in the presentation or common areas, coordinate with the board of directors and COO to book the space in advance.
- **Set-Up & Tear-Down:** If you are hosting an event that is fully member-led and has been pre-approved by the board of directors and the COO, you are responsible for setting up and returning the space to its original state.
- **Noise Control:** During events, ensure that noise does not exceed acceptable levels, especially in the evening. Notify the neighbors if you anticipate a larger crowd.

5. Co-Working Desks & Conference Rooms

- **Desk Usage:** Desks are available on a first-come, first-served basis. Clean your workspace after use. Do not leave personal belongings on desks overnight unless you have reserved the space.
- **Private Office Space & Dedicated Desks:** These are available upstairs, but the upstairs area is not part of our lease. To rent these spaces, coordinate directly with the building owner. It's simple to arrange, and it's a great option for more privacy.
- **Conference Room:** The conference rooms are bookable for meetings, calls, or private sessions. Login with your member credentials and use the form on our NextCloud server to book the room and check the availability calendar before reserving.

6. Lounge Spaces

- **Lounge Space:** Our lounge areas are designed for relaxation and socialization. Please be mindful of your noise levels in shared spaces. Close the door between the lounge area and co-working areas to minimize distractions to those working during the day.

7. Backyard & Outdoor Areas

- **Backyard:** Feel free to use the backyard for events or relaxation. Respect noise levels and clean the space after use. Outdoor events are encouraged, but make sure to clean up thoroughly.
- **Smoking Policy:** No smoking inside the building. If you smoke in the backyard, dispose of trash properly.

8. Technology and Wi-Fi



- **Wi-Fi Access:** You will be provided with the Wi-Fi password upon joining. Do not share this with non-members.
- **Audio/Visual Equipment:** Instructions for using the building's AV equipment will be provided on an as-needed basis. Please handle all tech equipment with care.

9. Safety & Emergencies

- **Emergency Exits:** Familiarize yourself with all emergency exits. In the event of an emergency, follow posted instructions.
- **First-Aid Kits:** First-aid supplies are located in both kitchens with exact locations labeled. Use them as needed and report any supplies that need to be restocked.

10. Respecting Fellow Members

- **Confidentiality & Privacy:** Respect the privacy and confidentiality of other members. Some of our members prefer to remain anonymous or use pseudonyms. Do not disclose their real names, social media handles, emails, or other personal information without consent. No doxing of any kind.
- **Collaborative Spirit:** Engage with others in the spirit of collaboration. Be open to networking but respect each other's boundaries.

11. How to Get Help

- **Supplies:** Supplies like pens, paper, and other essentials are stored in the shelving unit located in the co-working / event room and closets. Feel free to use them as needed, but don't hoard or take them off-site.
- **For Assistance:** For any other help or questions, contact a board member. They are responsible for managing the space and are happy to assist.

https://denver.space
contact@denver.space
@spacedenver



10/9/24
3704 N Franklin St
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Revision History

Revision	Date	Changes	Comments
REV NEW	10/9/24	NA	NA

