

HOUSE RULES

While we're anything but stuffy, we've learned many lessons around the need to have clearly established ground rules for all. We'll keep an always-current list online for easy viewing, and notify you when they are updated.

1. Hours

Our official business hours are Monday - Friday, from 9am to 5pm; members with key access may have additional access according to their plan. We ask that you respect your plan's closing hours and exit on time. Members at all plan levels may be impacted by private events, which are announced in advance. Everyone is welcome to work or meet up at Sidebar when it's open.

2. Locks, Entry & Exit, and Safety

We've installed a nifty electronic lock on the Studio front door, which will grant you access during the times allowed by your membership level. Make sure the door closes and locks behind you as you enter and exit. It sounds rude, but for security reasons, don't hold the door if you can't be sure someone belongs in the space, is there at the right time, etc. Also, don't prop up or otherwise cause the doors to be held open when you are not attending them. You are not permitted to use any door other than the front doors for entry or exit, unless loading/unloading in the back - arrangements must be made with staff to do so.

3. Guests

We define a "guest" as a client, non-member coworker or other business-related person that you've invited into the space. (Quick drop-bys from friends and family don't apply.) Guest access is limited according to your membership level, and at no time can you have more than 4 guests using the shared areas at once without previous arrangement with us. Guests must be with you throughout the duration of their visit, and not using the space independently.

For guests with you more than a couple of hours, or if you are speaking/causing any disruption during the meeting, we require that you book the meeting room or host them in your office (for private office members). If you have guests that you work with extensively and on a regular basis (more than a few hours per day and/or more than once per week), we will consider that guest an associate, and they will need to purchase a membership as well; pricing varies depending on your plan. **We expect all members AND their guests to respect the shared nature of the space and be considerate of other members while working.**

4. Kitchenette

The studio side kitchenette is for the use of all members and Social House staff. We expect all members to clean up after themselves immediately, which means: not leaving any dirty dishes in the sink, wiping up any spills or messes, throwing away all trash and placing recyclable bits into the appropriate bins.

With all members sharing one small refrigerator, we must reserve it for day-of use only; don't leave any items there overnight. The refrigerator will be cleaned out on a regular (and unannounced basis), and items will be thrown out.

5. Sidebar

You and your guests are welcome to work in and enjoy the public areas in Sidebar, including sitting at the bar, inside tables, and outside tables on the front patio, during business hours. The kitchen and behind the bar - including any equipment in these areas - are off limits.

6. Communal Tables & Lounges

Studio tables, desks and lounges are shared space and available to all Studio members. Be considerate of how much you spread out and keep your things confined to one workspace at a time.

7. Front Studio Space

The smooth-walled area at the front of the Studio, by the windows, is intended for use by members for small photo shoots, displays or other temporary setups as needed. Use of the area will be managed by a calendar, and may not be available during certain events or times of the year.

8. Wi-Fi

Wi-fi is free for members to use throughout Social House, and we also have a "public" network for guests and customers - **do not give out the Social House Private network password to anyone.**

9. Noise Level

When it comes to noise, we're aiming for a "quiet buzz of collaborative activity". Feel free to talk, but use your indoor voice, and be courteous of those around you that might be trying to focus.

10. Phone Calls

Brief, quiet calls in the shared areas are fine, but you should book a meeting room or step outside for longer or more talkative calls. If you receive a call and are surrounded by other members working quietly, try to move to a more secluded and/or chatty spot.

11. Kiddos

Given that most members are joining specifically to have a workplace outside the home that's quiet, professional and stress-free, we feel our #1 duty is to maintain a space that allows our members to be productive. Because of that, we have to ask that any visits on the studio side with children be brief and occasional. As always, quick drop-bys are fine, and random emergencies will be understood.

12. Event Rentals

Social House will also function as a venue, and will be rented out at night, on the weekends and for the occasional daytime event. We will do everything we can to limit the impact that the venue rentals will have on your work time, and events will be listed on the calendar with plenty of advance notice.

Members will also receive at-cost, discounted or profit-share arrangements on venue rentals for their own events; we'll handle each on a case-by-case basis. Just let us know what you'd like to do!

13. Parking

Free street parking is widely available downtown, both directly on Lucerne Avenue and on the surrounding side streets. There is also a paid lot at the SW corner of Lucerne and L Street. Our small back parking lot / garden is for use by Social House staff only. Make sure to note any parking restrictions on the signage where you park - many streets have a 4 hour limit (enforced by the city chalk marker), so you'll need to move your car if you'll be in-house longer than that.

14. Please Don't

Smoke (including on either the front or back patio), leave a mess without cleaning it up, harass anyone in any shape or form, or generally be unpleasant to be around. When in doubt, keep "do unto others" as the standard - let's have a non-toxic work and play environment for all.

15. Please Do

Grab a drink with your co-members, friends and clients at Sidebar, get to know everyone and what makes them tick, think of them when you refer to your own clients, and participate in as many of our events as you can! We're stronger together.