



## **CATAPULT COMMUNITY NORMS**

Welcome to Catapult Lakeland!

We are a community of Entrepreneurs that respect and look out for each other. We take pride and ownership in our community.

### **Here's How:**

#### **1. Mutual respect for other Coworkers**

We simply ask that you treat others, as you would expect to be treated, or we will ask you to leave. Abusive or inconsiderate behavior cannot be tolerated in our working environment.

#### **2. Professional behavior**

Catapult Lakeland is a fun, collaborative, work environment for professionals. We hope that you will be able to conduct yourself in a professional manner, or we may ask you to leave.

#### **3. Every person using Catapult Lakeland must be a paid member**

Exception: non-members can use Catapult Lakeland if they are meeting Catapult Lakeland members for business-related meetings or if the non-members have purchased a Day Pass. Members are absolutely accountable for the conduct of their guests.

#### **4. Nontransferable, non-shareable membership**

Your membership is for your use only. Catapult Lakeland key cards are **NOT** transferable. Please do not give your key card to anyone else for any reason.

#### **5. No unlawful activities**

Any unlawful activity and you will be asked to leave immediately. We cannot allow anyone to use the Catapult Lakeland facilities or its network for any purpose that is unlawful, prohibited, or anything that would damage or harm our facilities, our reputation, or other coworkers and their use of the facilities in any way.

#### **6. We expect members to keep the kitchen area clean**

Please wash, dry, and put your dishes away. Please do your guests' dishes 😊

#### **7. Cleanliness of Workspace**

We all expect to work in a tidy facility so please keep where you work clean.

#### **8. Mail Policy**

I agree to allow Catapult Lakeland Inc. staff to sign for mail and packages, however, I understand that Catapult Lakeland Inc. is not responsible for lost, stolen, or damaged mail items. I will notify Catapult staff in writing if I do not consent for them to receive and sign for any mail addressed to my name.

### **9. Access to Conference Rooms**

One of the great benefits of Catapult Lakeland membership is our conference space and technology. With regards to our conference rooms:

- If you want to use a conference room, you must reserve it. Please, no conference room squatting.
- Conference rooms are for meetings with customers, teammates, and clients ONLY. If you want to hold an event at Catapult Lakeland, please talk to Catapult Lakeland staff to discuss scheduling, guest policy, insurance requirements, and fees.
- You may not re-sell or donate your conference room time to non-members or to outside groups.
- Please clean up after using a conference room. If you re-arrange the furniture in the conference room, we expect that you will return it to the original set-up when you're finished, including erasing the white boards.

### **10. Telephone/Internet Usage**

Cell phones must not be used to the distraction of others and speakerphones are never allowed in Catapult Lakeland common areas. Take your call outside so others can work undisturbed. If a conference room is not in use, you may take/make cell phone calls there for a few minutes, but may not work there or camp out on the phone. There is also a Think Tank available for short conversations that you'd prefer to keep private. Wi-Fi is provided for the use of all members and should be treated as a shared benefit. If you engage in any illegal online activities, you will be asked to leave.

### **11. Catapult Lakeland is a 24/7 facility for members**

You don't have to go home, but you can't live here. We expect members to be mindful of security at all times. Please occupy only one spot at a time in the common area. Taking up multiple spots limits the space available to your fellow members.

### **12. Networking**

Peddling your wares at Catapult Lakeland is not what our co-working community is about, so please don't behave as such. That includes multi-level marketing and other such pitches for a quick buck. We're all here to work together and grow our businesses without being bothered with sales pitches for someone's products.

### **13. Harmonious relations with staff and others**

What makes us unique is our supportive entrepreneur community. Negative comments about co-workers or the facility don't develop harmony, so please don't feed negativity, or you will be asked to leave.

### **14. Confidentiality where appropriate to protect ideas and concepts of others**

A collaborative, harmonious environment is built on trust. You will hear ideas and proprietary information from co-workers, sponsors, affiliates and partners. Treat that confidential information the way you would want your own intellectual property to be treated.

**15. No liability for theft or loss of personal property**

Your personal property (cell phone, tablet, laptop, purse, food, etc.) is your sole responsibility. Neither Catapult Lakeland nor any co-worker is liable in any way for safeguarding your property.

**16. Children and Pets policy**

Children under 13 and all pets are not allowed in the building at any time, including a quick drop by. We love kids and pets, but they will have to stay at home out of respect for the workplace community.

**17. Bulletin Board policy**

A physical bulletin board for notices and information will be provided.

**18. Overall House Rules: See also “House Rules” Document**

- This is a **non-smoking** facility so please if you must, use the designated smoking area outside the building.
- **Candles, incenses, and anything flammable** are prohibited.
- **Sexual harassment** - Don't even think about it.
- **Sexual conduct** on premises is prohibited.
- **Firearms/weapons** - Not allowed at any time. You will be asked to leave if you bring weapons to the facility.
- **Drugs/Alcohol** - Under the influence of alcohol or anything illegal is not allowed at any time and you will be asked to leave.
- **Music** – We love music, but unless otherwise agreed by all present, all music must be by personal headsets only set only at volume the does not disturb others.
- **No Sleeping Overnight**

**19. Fees for use**

From time to time our fees may change, but we will notify you by posting them on our website.

**20. Social events/Facility Rental**

To build our community, we will occasionally host events that will enhance the value of your co-working experience at Catapult Lakeland, Inc. We may rent out the facility for events during normal open hours. We will strive to keep these disruptions of service to a minimum and will make a best effort to provide ample advance notice.

**21. Release and indemnity**

You agree to release Catapult Lakeland, Inc. from any liability claim for personal injury or damage to property. You also agree to indemnify and hold harmless Catapult Lakeland, Inc. from loss or liability to coworkers or to your guests due to their or your negligence or intentional acts.

I agree to these Catapult Lakeland Community Norms.

\_\_\_\_\_ (name) \_\_\_\_\_ (date)

\_\_\_\_\_ (sign)