



House Rules

common sense in a common space

Treat the space like how you want your home to be treated. please ensure your workstation is clean and tidy before you leave. Don't forget to bin your waste. Don't take items that are not yours.

be kind or be gone

We have zero tolerance for harassment. Every User and guest should feel welcome, comfortable and productive in our space regardless of race, gender, sexual orientation, gender identity, religion or other personal attributes or beliefs.

your stuff is your responsibility

It is down to you to make sure you do not leave anything at your workstation. we operate a clear desk policy, all workstations are to be clear of personal belongings at the end of the working day.

sharing is caring

If you break it, lose it or cause any loses, claims or damages, we will ask you to make it right.

mind your business not others'

When you see something on somebody's screen or around a printer or left written on a whiteboard or overhear something, forget you saw it or heard it. You don't want your client details or ideas made public and neither does anyone else.

keep it legal

No bit torrent or pornography. Make sure that you have read and agree to our ***Terms and Conditions***. We have zero tolerance for anyone using Space or our resources to conduct or pursue any illegal activities. Or any activities that is generally regarded as offensive.

keys are not for sharing

If we have entrusted you with one of our keys into the premises, we have given it to you – not your neighbour, partner, friend or the guy you met down the pub. Keep the key to yourself and do not allow anyone else to use it.

either are desks

Be fair, we need to run a business here too. We have rented you the workstation for your use. Please do not assume this means you, your colleague, your partner, a friend or again that guy you met down the pub. The workstation is for your use and your use alone.

the legal stuff

Our Terms and Conditions

Space is a shared office environment for individuals or small teams seeking an informal, comfortable, accessible, and professional place to work.

a space to work | a space to think | a space to grow

By booking a desk space or our facilities for a meeting or event, you agree to accept the following Terms and Conditions.

These General Terms and Conditions apply to Office/Co-Working services We supply to You.

Key Terms

Space (or 'the Premises') – Space coworking office located at 4 Park Street, Towcester, NN12 6DQ. Space is operated by Space to Talk Training CIC a company registered in England & Wales under number 13722226 whose registered office is at 4 Park Street, Towcester, NN12 6DQ.

General Agreement

YOU ACCEPT THAT AN AGREEMENT CREATES NO TENANCY INTEREST, LEASEHOLD ESTATE OR OTHER REAL PROPERTY INTEREST IN YOUR FAVOR WITH RESPECT TO THE ACCOMMODATION.

The House Rules, which are incorporated into these terms and conditions, are primarily in place and enforced to ensure that all Users have a professional environment to work in.

Access to Space shared office facilities is provided on a reasonable endeavours basis. Should access or any of our facilities be unavailable, we will endeavour to provide reasonable notice. However, this may not always be possible.

Renewals and Terminations

SO THAT WE CAN MANAGE YOUR SERVICES EFFECTIVELY AND TO ENSURE SEAMLESS CONTINUITY OF THOSE SERVICES, ALL AGREEMENTS WILL RENEW AUTOMATICALLY FOR SUCCESSIVE PERIODS EQUAL TO THE CURRENT TERM UNTIL BROUGHT TO AN END BY YOU OR US. ALL PERIODS SHALL RUN TO THE LAST DAY OF THE MONTH IN WHICH THEY WOULD OTHERWISE EXPIRE. THE FEES ON ANY RENEWAL WILL BE AT THE THEN PREVAILING MARKET RATE (PRICES ARE SET ANNUALLY SO DEPENDING ON WHEN YOUR AGREEMENT IS DUE TO RENEW, THERE MAY BE A CHANGE IN PRICE). IF YOU DO NOT WISH FOR AN AGREEMENT TO RENEW THEN YOU CAN CANCEL IT WITH EFFECT FROM THE END DATE STATED IN THE AGREEMENT, OR AT THE END OF ANY EXTENSION OR RENEWAL PERIOD, BY GIVING US PRIOR NOTICE. THE NOTICE PERIODS REQUIRED ARE AS FOLLOWS:

Monthly - no less than 10 working days

3 month - no less than 1 month

We may elect not to renew an agreement. If so, We will inform You according to the same notice periods specified above.

If the Space is no longer available: In the event that We are permanently unable to provide the services, Your agreement will end and You will only have to pay monthly fees up to that date You have used.

Ending an agreement immediately: We may put an end to an agreement immediately by giving You notice if;

(a) You breach one of your obligations which cannot be remedied, or which We have given You notice to remedy and which You have failed to remedy within 7 days of that notice; or

(b) Your conduct, or that of someone at the Premises with Your permission or invitation, is incompatible with ordinary office use and, (i) that conduct continues despite You having been given notice, or (ii) that conduct is material enough (in Our reasonable opinion) to warrant immediate termination; or

(c) You are in breach of the "Compliance with Law" clause below. If We put an end to an agreement for any of the reasons referred to in this clause, it does not put an end to any of Your financial obligations, including, without limitation, for the remainder of the period for which Your agreement would have lasted if We had not terminated it.

When an agreement ends You must vacate Your disk space immediately, leaving it in the same state and condition as it was when You took it. If You leave any property in the Premises, We may dispose of it at Your cost in any way We choose without owing You any responsibility for it or any proceeds of sale. If You continue to use the Premises when an agreement has ended, You are responsible for any loss, claim or liability We may incur as a result of Your failure to vacate on time.

Invoicing and payment: The User is automatically invoiced monthly in advance. Payment is required at the beginning of the month for that period, at the date specified in the invoice. Payment for casual usage is either paid on the day of use unless other arrangement has been made with Space.

Space reserves the right at all times to disclose any information about you, your participation in and use of the Services as Space deems necessary to satisfy any applicable law, regulation, legal process or governmental request, or to edit, refuse to post or to remove any information or materials, in whole or in part in Space sole discretion.

Use of Space

You may not carry on a business that competes with Our business of coworking office space. You may not use Our name (or that of Our affiliates) in any way in connection with Your business.

- You are not permitted to use the address of Space as Your registered office address.
- You must only use the accommodation for office business purposes.
- In order to ensure that the Space provides a great working environment for all, We kindly ask you to limit any excessive visits by members of the public.
- You are not permitted to use Space for any business that involves the regular visit by your customers such as business consultancy, financial, legal or any form of consultancy or brokerage service or any similar business which involves customers visiting Space for transaction of your product or services.
- You are not permitted to use Space for any direct Retail activity or for the direct sale from Space of any physical product or merchandise of any sort.
- No Unlawful or Prohibited Use. You will not use the Services for any purpose that is unlawful or prohibited by these terms, conditions and notices. You may not use the Services in any manner that could damage, disable, overburden, or impair any Space services, or interfere with any other party's use and enjoyment of any Services.
- You may not attempt to gain unauthorized access to any Services, or accounts, computer systems or networks connected to any Space network or to any of the Services, through hacking, password mining or any other means. You may not obtain or attempt to obtain any materials or information through any means not intentionally made available through the Services, nor should you post or download files that you know or should know are illegal or that you have no rights to.
- You hereby represent and warrant that you have all requisite legal power and authority to enter into and abide by these terms and conditions and no further authorization or approval is necessary. You further represent and warrant that your participation or use of the Services will not conflict with or result in any breach of any license, contract, agreement or other instrument or obligation to which you are a party.

You agree that when using the Services, you will not:

- Use the services for anything other than the permitted usage.
- Use the Services in connection with contests, pyramid schemes, chain letters, junk email, spamming, or any duplicative or unsolicited messages (commercial or otherwise);
- Defame, abuse, harass, stalk, threaten or otherwise violate the legal rights (such as rights of privacy and publicity) of others;
- Publish, post, upload, distribute or disseminate any inappropriate, profane, defamatory, obscene, indecent or unlawful topic, name, material or information on or through Space network.
- Upload, or otherwise make available, file that contain images, photographs, software or other material protected by intellectual property laws, including, by way of example, and not as a limitation, copyright, trademark laws (or by rights of privacy or publicity) unless you own or control the rights thereto or have received all necessary consent to do the same.
- Use any material or information, including images or photographs, which are made available through the services in any manner that infringes any copyright, trademark, patent, trade secret, or other proprietary right of any party; Upload files that contain viruses, Trojan Horses or any other similar software or programs that may damage the operation of another computer or property of another co-worker.
- Download any file that you know, or reasonably should know, cannot be legally reproduced, displayed, performed, and or/distributed in such manner.
- Restrict or inhibit any other user from using and enjoying the Services.
- Violate any code of conduct or other guidelines which may be applicable from time to time.
 - You will keep the workspace free of litter
 - You will not display any advertisement, signboard, nameplate, inscription, flag, banner, placard, poster, sign or notice
 - You will not obstruct any common parts of the premises
- Harvest or otherwise collect information about others, including email addresses, without the authorization or consent of the disclosing party.
- Violate any applicable laws or regulations; or
- Create false identity for the purpose of misleading others.

Opening Hours

Monday to Friday 8am to 6pm

Space is used for community support services outside these hours and for this reason you will be required to vacate your desk at 6pm unless agreed in advance.

Losses and Damages

The User is liable for the cost of putting right any damage to desk space furniture or fittings incurred used by you during the term of this agreement.

The User may be issued a key for the main door to Space. The User is responsible for security of this key at all times. The key may only be used by the User and under no circumstance will the user give the key to anyone else to use. The User is liable for costs of replacement for any lost or damaged keys.

A separate 'key holder agreement' will be signed and assumed part of this agreement.

Meeting rooms

Respect meeting space and policy (rooms, schedule) Not being conscientious of schedule times may negatively impact others. If a long and important meeting is in your week's calendar, please reserve the meeting room.

Phone calls and Headphones

Use headphones when using your mobile phone or your laptop for calls. Do not use your phone or laptop speakers for calls including video / zoom calls. If listening to music be aware and conscious of other users. Take animated calls outside, don't disturb other users. As a general rule your workstation is not the best place to take a long call. Book the meeting room or step outside to take the call. The same applies for video / zoom meetings, if you know you have a long video call, book the meeting room. In all cases 'Use your Inside Voice!'

WiFi Terms of Use

By accepting this agreement and accessing the wireless network, you acknowledge that, you have read and understood, and agree to be bound by the following terms.

(*) The wireless network service is provided by the property owners and is completely at their discretion. Your access to the network may be blocked, suspended, or terminated at any time for any reason.

(*) You agree not to use the wireless network for any purpose that is unlawful or otherwise prohibited and you are fully responsible for your use.

(*) The wireless network is provided "as is" without warranties of any kind, either expressed or implied

We are offering this WiFi wireless Internet service as a non-public service to its Users for the duration of their use of Space. We do not guarantee the WiFi or specific rates of speed. We also have no control over information obtained through the Internet and cannot be held responsible for its content or accuracy. Use of the service is subject to the user's own risk. We reserve the right to remove, block, filter, or restrict by any other means any material that, in our sole discretion, may be illegal, may subject us to liability, or may violate WiFi terms of use. We may cooperate with legal authorities and/or third parties in the investigation of any suspected or alleged crime or civil wrong. Violations of this WiFi terms of use may result in the suspension or termination of access to Space.

Users are responsible for ensuring they are running up-to-date anti-virus software on their wireless devices. Users must be aware that, as they connect their devices to the Internet through the Service, they expose their devices to: worms, viruses, Trojan horses, denial-of-service attacks, intrusions, packet-sniffing, and other abuses by third-parties. Users must respect all copyrights. Downloading or sharing copyrighted materials is strictly prohibited.

The running of programs, services, systems, processes, or servers by a single user or group of users that may substantially degrade network performance or accessibility will not be allowed. Electronic chain letters and mail bombs are prohibited. Connecting to "Peer to Peer" file sharing networks or downloading large files, such as CD ISO images, is also prohibited.

Accessing another person's computer, computer account, files, or data without permission is prohibited. Attempting to circumvent or subvert system or network security measures is prohibited. Creating or running programs that are designed to identify security loopholes, to decrypt intentionally secured data, or to gain unauthorized access to any system is prohibited. Using any means to decode or otherwise obtain restricted passwords or access control information is prohibited.

Forging the identity of a user or machine in an electronic communication is prohibited. Saturating network or computer resources to the exclusion of another's use, for example, by overloading the network with traffic such as emails or legitimate (file backup or archive) or malicious (denial of service attack) activity, is prohibited.

Users understand that wireless Internet access is inherently not secure, and users should adopt appropriate security measures when using the Service. We highly discourage users from conducting confidential transactions (such as online banking, credit card transactions, etc.) over any wireless network.

Users are responsible for the security of their own devices.

We are not liable for any damage, undesired resource usage, or detrimental effects that may occur to a user's device and/or software while the user's device is attached to the WiFi. The user is responsible for any actions taken from his or her device, whether intentional or unintentional, that damage or otherwise affect other devices or users of the WiFi.

The user hereby releases the Space from liability for any loss, damage, security infringement, or injury which the user may sustain as a result of being allowed access to the WiFi. The user agrees to be solely responsible for any such loss, infringement, damage, or injury.

Confidentiality

You acknowledge and agree that during your participation in and use of the Services you may be exposed to Confidential Information. "Confidential Information" shall mean all information, in whole or in part, that is disclosed by Space or any other User of the Services or any employee affiliate, or agent thereof, that is non-public, confidential, or proprietary in nature. Confidential information also includes, without limitation, information about business, sales, operations, know-how, trade secrets, business affairs, any knowledge gained through examination or observation of or access to the facilities, computer systems and/or books and records of Space, any analyses, compilations, studies or other documents prepared by Space or otherwise derived in any manner from the Confidential Information that you are obliged to keep confidential or know or has reason to know should be treated as confidential.

Your participation in and/or use of the Services obligates you to;

- Maintain all Confidential Information in strict confidence;
- Not to disclose Confidential Information to any third parties;
- Not to sue the Confidential Information in any way directly or indirectly determined to Space or any participant or user of the services

All confidential information remains the sole and exclusive property of Space or the respective disclosing party. You acknowledge and agree that nothing in this T&C or your participation or use of the Services will be construed as granting any rights to you, by license or otherwise, in or to any Confidential Information or any patent, copyright or other intellectual property proprietary rights of Space or any user of the Services.

You acknowledge that you are participating in or using the Services at your own free will and decision. You acknowledge that Space does not have any liability with respect to your access, participation in, use of the Services, or any loss of information resulting from such participation or use.

Disclaimer of Warranties

To the maximum extent permitted by the applicable law, Space provides the Services "as is" and with all faults, and hereby disclaim with respect to the services all warranties and conditions, whether express, implied or statutory, including but not limited to: merchantability, fitness for a particular purpose, lack of viruses, accuracy or completeness of responses, results, workmanlike effort and lack of negligence. Also there is no warranty, duty or condition of title, quiet enjoyment, quiet possession, correspondence to description or non-infringement. The entire risk as to the quality, or arising out of participation in or the use of the services, remains with you.

Exclusion of Incidental, Consequential and Certain Damages

To the maximum extent permitted by the applicable law, in no event shall Space or its subsidiaries (whether or not wholly-owned), affiliates, divisions, and their past, present and future officers, agents, shareholders, members, representatives, employees, successors and assigns, jointly and individually be liable for any direct, special, incidental, indirect, punitive, consequential or other damages whatsoever (including, but not limited to damages for: loss of profits, loss of confidential or other information, business interruption, personal injury, loss of privacy, failure to meet any duty (including of good faith or of reasonable care, negligence, and any other pecuniary or other loss whatsoever) arising out of or in any way related to the participation in or inability to participate in or use of the services, the provision of or failure to provide services, or otherwise under or in connection with any provision of this agreement, even in the event of the fault, tort (including negligence), strict liability, breach of contract or breach of warranty of Space, and even if Space has been advised of the possibility of such damages.

Limitations of Liability and Remedies

Notwithstanding any damages that you might incur for any reason whatsoever (including, without limitation, all damages referenced above and all direct or general damages), the entire liability of Space or its subsidiaries (whether or not wholly-owned), affiliates, divisions, and their past, present and future officers, agents, shareholders, members, representatives, employees, successors and assigns under any provision of this T&C and your exclusive remedy for all of the foregoing shall be limited to actual damages incurred by you based on reasonable reliance up to the price paid in full for the services related to this agreement. The foregoing limitations, exclusions and disclaimers, including the previous sections) shall apply to the maximum extent permitted by applicable law, even if any remedy fails its essential purpose.

Non-Disparagement

You shall, during and after the participation in and use of the Services, refrain from making any statements or comments of a defamatory or disparaging nature to any third party regarding Space, or any of Space officers, directors, employees, personnel, agents, policies, services or products, other than to comply with law.

Indemnification

You release, and hereby agree to indemnify, defend and save harmless Space and Space subsidiaries (whether or not wholly-owned), affiliates, divisions, and their past, present and future officers, agents, shareholders, members, representatives, employees, successors and assigns, jointly and individually, from and against all claims, liabilities, losses, damages, costs, expenses, judgments, fines and penalties based upon or arising out of your negligent actions, errors and omissions, wilful misconduct and fraud in connection with the participation in or use of the Services. You further agree in the

event that you bring a claim or lawsuit in violation of this agreement, you shall be liable for any legal fees and costs incurred by Space or its respective officers and agents in connection with the defence of such claim or lawsuit.

Severability

In the event that any provision or portion of this T&C is determined to be invalid, illegal or unenforceable for any reason, in whole or in part, the remaining provisions of this T&C shall be unaffected thereby and shall remain in full force and effect to the fullest extent permitted by applicable law.

Insurance

Space holds insurance for the premises both for employer liability and public liability. As a user, you are not required but it is strongly suggested that you carry a Renters Insurance policy to cover your own equipment while using Space.



Space
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