



Community Guidelines

Affiliates and Guests. Guests are the sole responsibility of the Member/Tenant, and will abide by the Community Guidelines. Member/Tenant must stand at the front to meet and direct their guests, until they have all arrived. Tenant is responsible for cleaning up after their guests. Tenants may invite guests into HatchLab for business meetings (in the main space or in a meeting room) for up to **3 hours a day**. If guests of tenants wish to use the HatchLab space outside of meetings with Tenant, it must be supported by a Day Pass, a discounted Membership, or under another pre-approved arrangement with the Landlord.

Weekend Guest Policies. Member/Tenant will not invite non-members into the space on the weekend except for a business meeting or business workshop. Meetings with more than 3 non-members held at HatchLab during the weekend must be approved by Hatch's Community Cultivator. Meetings are not to exceed 3 hours. Workshops of any size may only be held at HatchLab on the weekend with written approval from Hatch's Community Cultivator.

Day Passes: A day pass entitles user to all day (9am-6pm) use of the HatchLab main space. User may enjoy coffee, tea, and WiFi but may not book meeting rooms. Member may not book meeting room for their guest's use. Members may purchase day passes for guests at the front desk for the discounted rate of \$18.

Internet Use: Internet: Please refrain from conducting personal, bandwidth-intensive activities (e.g. streaming movies unrelated to work) at Hatch, to allow working members to get the most from the network.

Front door Key: The fee for a lost front door key is \$100.

Conference Room: The conference room is intended only for tenants and members for their meetings and free events, with scheduling; any meeting, event or workshop must be led by the tenant or member. **No booking is to exceed three hours.** Members may rent the conference room for a 20% discounted rate for any usage beyond the allotted time. Conference Room Policies are located in the conference room- all users must comply with these guidelines and read them

aloud to the meeting attendees. Tenants are responsible for their guests. The Conference Room may be used for for-fee events or workshops with prior approval from Hatch Innovation; rental fees may apply.

- Offices have a combined total of **15 hrs/month** in the conference room.
- Firebox tenants have a total of **8 hrs/month** in the conference room.
- Window Desk Tenants a total of **8 hrs/month** in the conference room
- Full time members have a total of **8 hrs/month** in the conference room.
- Half time members have a total of **5 hrs/month** in the conference room.
- Quarter time members have a total **2 hrs/month** in the conference room.
- On Demand Members have a total of **1 hr/day** in the conference room.

The Shed and The Cabin: Each tenant/member may use the shed and cabin for a combined total time of three hours/day. Members may rent the meeting rooms for a 20% discounted rate for any usage beyond the allotted time (www.hatchthefuture.org/hatchlab-pdx/book-a-room/). The Shed and the Cabin may be used for for-fee events or workshops with prior approval from Hatch Innovation; rental fees will apply.

Hosting an Event at Hatch: Members/Tenants receive a 20% discount when hosting an event in HatchLab's Main Hall. Please submit a Event Request Form (www.hatchthefuture.org/hatchlab-pdx/event-space) at least four weeks before the event date. Event Rental guidelines and pricing information can be found on the above webpage.

Phone Calls + Videoconferencing Calls: Whenever possible, please take your phone calls in one of our two phone booths. Please do not occupy a phone booth for more than 2 hours/day or use it as a private workspace. Phone booths cannot be reserved- they are first come, first serve. If both phone booths are occupied, you make take the phone call in the main space provided that your voice stays at conversational volume.

All videoconferencing calls must take place in a Phone Booth or the Cabin or the Conference Room. Please do not take a video conferencing call in the main space or in the Shed (which has poor sound insulation) in order to keep the general volume at HatchLab at a level allowing others to work.

The Printer: We have a professional high-def printer for your use. Please let us know (info@hatchthefuture.org) if you'd like to print, scan, or copy and we will get you setup to print. Prices: \$.05/ B&W page
\$.25/ color page

Food and Drink: Tenants and members share responsibility for clean-up of their use of HatchLab dishware, cups, and utensils, including those of their guests. Clean-up includes cleaning and the return to its proper place, and is to be done within 12 hours of use, and dishware and cups may not accumulate in offices or

cubes. This causes an unsanitary condition and reduces dishware available to others in the community.

Communications: Tenants, their staff, members, and the HatchLab community receive a weekly newsletter called “Good Morning Monday” which includes all pertinent news, notices, and alerts. Reading this is critical to being informed and a part of the HatchLab community.

HatchLab PDX Closures: Occasionally, HatchLab PDX will be closed due to weather. Our rule is: If the Portland public school system is closed, we're closed. We'll be sure to send you an email as soon as we know (always by 10am) but if you want to know before that, please use [KATU's weather closures](#) webpage. If you are a half-time or quarter-time member, you will not be able to access the building if we're closed. We apologize for the weather inconvenience in advance! HatchLab PDX is also closed on most public holidays. Please check our calendar www.hatchthefuture.org/calendar to find out exact dates. These closures will be announced at least a week in advance in the Good Morning Monday newsletter.

HatchLab's Green Efforts: Hatch Innovation is a member of the City of Portland's Sustainability at Work program. As part of this program, we request that members and tenants help us by disposing of trash, recycling, and compost in the correct receptacles. We also ask that members use rags (found under the white desk in the kitchen) to clean up spills, instead of paper towels.

Members may not:

- Maintain or store inventory upon the premises other than usual personal belongings or professional tools.
- Use the Premises for illegal, unethical, or purposes damaging to others.
- Tamper with, borrow, or remove property, including storage areas maintained by Hatch Innovation.
- Cause or permit any hazardous substance to be used, stored, generated, released or disposed of on or in the Premises. “Hazardous” shall be determined in sole discretion of Hatch.
- Act in a manner that, in the sole discretion of Hatch staff, does or is likely to adversely affect the peaceful operation and enjoyment of the premises of Hatch, or the building, including without limitation creating any disturbance to occupants of the Hatch premises or the greater building or their employees, licensees, guests or contractors.
- Allow non-members access to the building during or after hours unless it is a pre-approved event or meeting. Any non-members on site for an event sponsored by a member are the sole responsibility of that member.
- Directly solicit products or services to Hatch members in the space, nor use Hatch member contact information for sales lists without the express consent of

the member. Hatch is a no sales zone, including marketing unsolicited products or services.

Commitment to the Community Guidelines. Member/Tenant agrees that they have read and consented to the Community Guidelines. The community guidelines are subject to changes and updates. Hatch Innovation will notify all Members and Tenants of any materials changes through the weekly newsletter, Good Morning Monday. It is the responsibility of the Tenant to read the newsletter and to know and follow the Community Guidelines.

Member/Tenant's Name:

Date:

Signature: