

Eager Beavers Work Space

# Office Policy Manual





# WELCOME! Boss is happy you are here. Read these.

## A. Hours of Operation

- A. Eager Beavers Tenants and clients may use the office space during regular business hours, 8:00 am - 6:00 pm, Monday through Friday, respectively. Working on the weekends (Sat & Sun) is allowed, please park during those days in the purple Town of Avon parking to reserve immediate parking for residents. Tenant assumes all risks from theft or vandalism to the premises and agrees to keep the premises locked as may be required.
- B. Last one out is in charge of turning off all the lights and locking the exterior doors. Boss holds no responsibility for the safety of Tenant's items in the space during or after traditional office hours.
- C. If Tenant would like to use the conference room after hours, please notify Boss AND check the booking schedule. Lock all doors and turn off all lights after use. Or we will find you.

## B. Rules of the HOA

- A. All you need to know is that per section 26 in the HOA documents, "The Association shall have a nonexclusive easement to make such use of the general common elements as may be necessary or appropriate to perform the duties and functions which it is obligated or permitted to perform pursuant to this Declaration." (A.k.a., maintenance has access to the interior of Eager Beavers, which we are happy about in the event of an emergency).

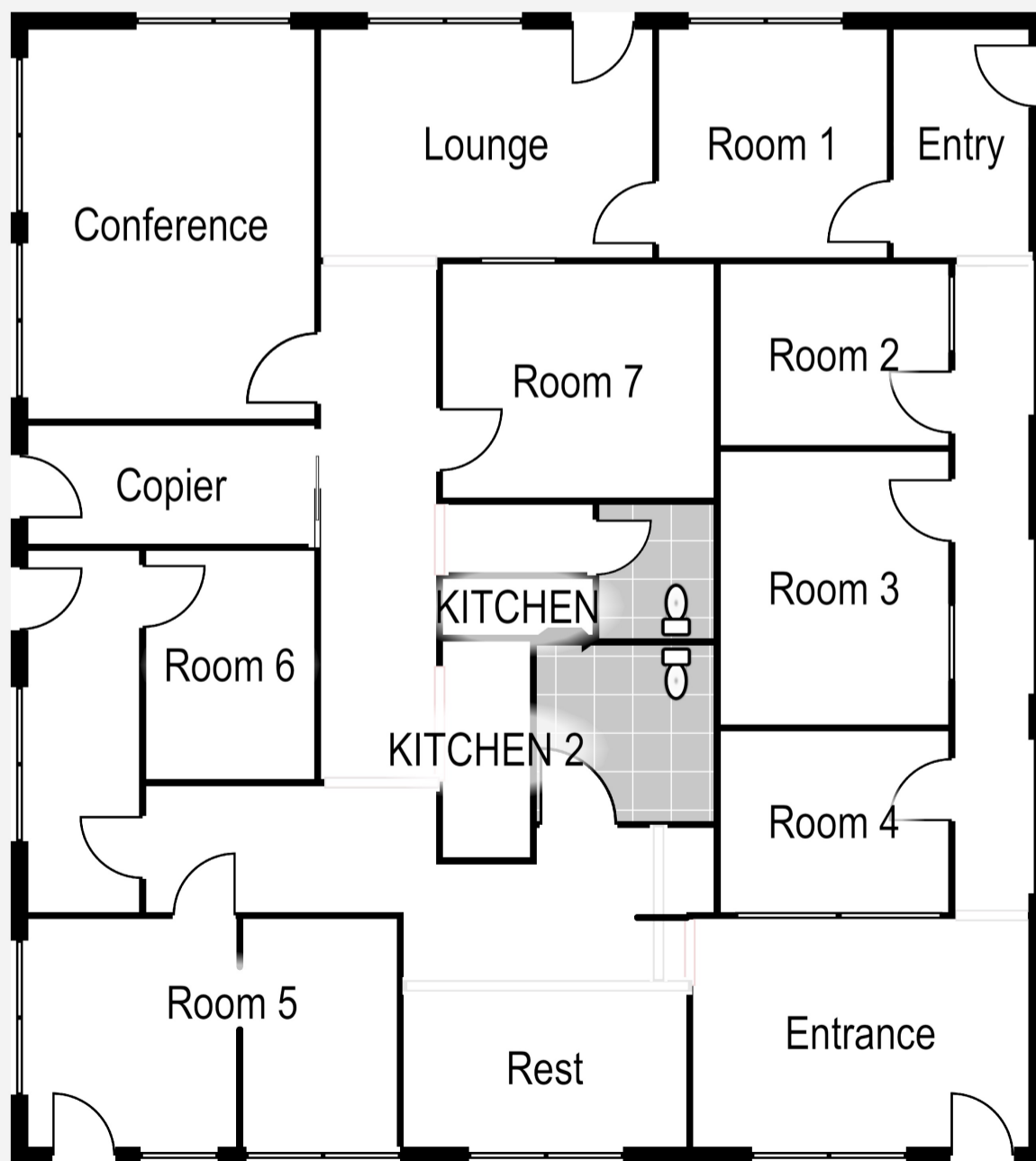
## C. Parking Policies

- A. All parking below Eager Beavers Work Space is on a first-come, first-serve basis. Commercial is allowed to park during regular business hours. All overflow parking is required to park at the Avon annex (area near Pier 1). There is no overnight parking. Please see area marked as Town of Avon below:



## D. Desk/Office Usage

- A. Tenant will not cause any disruptions to other tenants sharing the office space.
- B. Tenant will only occupy that portion of their desk or office allocated.
- C. Tenant will not paint or decorate any walls in the office or common areas without obtaining permission from the Boss. If tenant is given permission to decorate any portion of their rented office, they must return said walls to same or better condition and color as the walls existed prior to Tenant's use.
- D. Tenant shall not employ any service or contractor for services or work to be performed in the Building, except as approved by Boss.
- E. Prior to vacating their office, Tenant shall give Boss (30) days written notice.
- F. Upon vacating the desk/office, Tenant will repair any holes in walls and return the desk/office in a cleaned condition. Tenant will remove all of Tenant's personal property within 24 hours after written notice's term expires. Any personal items left beyond this time shall become property of the Boss.



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## E. Supplies & Printing

- A. Printing in black and white copies is available free of charge up to 100 pages per month. Printing must be done with Tenant's individual copy code to keep track. Everything above allotted free amount shall be charged 5 cents for b&w and 12 cents for color.
- B. Supplies provided:
  - A. Paper. Per the 7 offices, the appropriate amount of monthly paper shall be provided in copier storage.
  - B. Plates & Glasses. Don't break them.
  - C. Keurig Coffee Machine. Boss provides the basic in coffee, Tenant provides anything else they like including but not limited to creamer, sugar, siracha.

## F. Office Conduct

- A. Boss thinks we have covered this, but the Lawyer doesn't. Sorry to be repetitive. All Tenants shall conduct themselves in a professional manner with other Tenants and owners within Buck Creek Plaza (the building Eager Beavers lives within).
- B. No harassment of others is allowed at any time, and proof of harassment that is brought to Boss' attention shall immediately require a mediation meeting between the parties with the Boss, and appropriate action shall be taken. Tenant may be required to vacate their office and terminate their agreement with Eager Beavers.
- C. Tenant agrees that they are accountable for their actions and words, and Boss is not liable for the consequences of those actions and words not sanctioned by Boss.

## G. General Rules : We have fun, but for serious you guys....

- A. Tenant shall be responsible for the inappropriate use of any facilities provided by Boss. (You poop up the pooper, you destroy the copier, you break a chair, you pay for it to be fixed).
- B. Boss reserves the right to refuse access to any persons Boss in good faith judges to be a threat to the safety, reputation, or property of the Building or its occupants.
- C. Boss reserves the right to make such other reasonable rules and regulations as it may from time to time deem necessary for the appropriate operation and safety of the Building and its occupants. Tenant agrees to abide by these and such other rules and regulations.
- A. The following are certainly reasonable rules and regulations:
  - A. RESPECT different working styles. Do Not Disturb unless there is a fire. Or zombies.
  - B. Leave no trace. Just like hiking in the Gore Range, pick up after yourself and your dog, child, hamster, elephant.
  - C. Don't be litigious. Co-working is an extreme sport. Please don't sue Boss if you fall while carrying coffee and your laptop, just accept that you are clumsy and move on. See B for how to clean up the spill and/or your own blood.
  - D. Don't be a jerk. You know who you are.

- E. Violators of any of these very important General Rules means that you (Tenant) are eager to have a rise in rent or be forced to take meditation classes with Boss. Is very fun, yes?

## H. Tobacco and Marijuana Free Office

- A. Our office has a no class 1 drugs and no tobacco policy.
- B. No smoking in common areas inside or outside, take your cancer sticks to the streets. We assume you dispose of them properly into an Avon trashcan, hopefully before lighting them.

## I. Computer and Internet Usage

- A. Any computer using the WiFi Provided shall NOT be used for viewing vulgar, offensive, or explicit materials. Likewise, Tenants shall not use the internet provided to download vulgar, offensive, or explicit materials. Tenants will take all necessary precautions to safeguard the WiFi service and their fellow Tenant's computers from viruses, worms, marauding vikings, and other malware.
- B. WiFi Provided shall at times break down, not work, or have other connectivity issues. Boss will do everything in her power to ensure these annoying technical issues do NOT happen, and understands how infuriating this can be. If Internet is down for more than 36 hours, drastic measures shall be taken.
- C. No Tenant shall use excessive bandwidth such as operating a website or uploading software. This type of business requires a tenant supplies their own Internet service. If any tenant is found to be using excessive internet services to the point of stressing the service supplied by Boss, such Tenant will be asked to provide their own private internet, or move from Eager Beavers for the good of the entire office.

## J. Dress Code

- A. Don't come naked.

## K. Conference Room

- A. Conference room usage is free to all Tenants when it is available. Please sign in on the cork board sheet, and for immediate usage if it's empty feel free, but respect times reserved. One day we will have an internet calendar.

## L. Kitchen Policies

- A. Eager Beavers shall not be used for lodging or manufacturing, cooking, or food preparation. Equipment provided and microwave ovens may be used in the kitchens for heating food and brewing coffee, tea, hot chocolate, and similar beverages, provided that such use is in accordance with all applicable laws, codes, ordinances, rules, and regulations, and DOES NOT CAUSE ODORS WHICH ARE OBJECTIONABLE TO BOSS or other Tenants. Dudes, don't microwave your tuna fish casserole you had last night, that's just nasty.

## M. Activities & Gatherings

- A. While Tenant's clients and circle of people are welcome into the space, please be respectful of other Tenants when it comes to noise, level of activity, and time of day.
- B. All parties and gatherings shall first be proposed to the Boss. Unsanctioned events are frowned upon.

- C. Tenant takes full financial and legal responsibility for the actions of their clients, friends, and families while in the space.

## N. Common Room Rules

- A. Tenant shall respect the cork boards.
- B. Tenant shall not post on cork board spam or other propaganda.
- C. No religious zealotry or pandering. Seriously.
- D. Introduce yourself!
- E. Make space for others when appropriate.
- F. Tenant will not interrupt another Tenant's meetings in any common space, unless there is fire or zombies as mentioned above. However Tenants assume responsibility that if they meet with clients in a common space other than the conference room they are subject to casual introductions by well-intentioned and polite people.

## O. Pets

- A. We love Pets! Please be aware that allowing pets in Eager Beavers is a huge liability for Boss, and respect the following regulations for your adorable furry family members or Eager Beavers will drop this policy!
  - A. Tenants who own pets can choose to bring them into THEIR office. Consult Boss.
    - A. Boss needs to meet your pet to ensure it is adequately trained and is not a dragon.
    - B. Tenant must provide proof that their pets are clean, properly vaccinated and free of parasites.
    - C. Boss must ensure that their pet will not cause allergic reactions or medical problems for occupants and other tenants. A pet that sheds excessively will require a Tenant who is happy to vacuum their office daily and keep common spaces free of pet hair and dander.
    - D. Tenant is required to sign a waiver that states that their pet and it's actions are the Tenants responsibility.
  - B. Tenants are responsible for supervising their pets in the office. Tenants must make sure their animal does NOT:
    - A. Make a mess. (Accidents happen, please clean it up). If a carpet square is destroyed, Tenant is responsible to pay for a new one.
    - B. Fight other office pets.
    - C. Wander into other offices.
    - D. Destroy or chew common area furniture of other Tenant furniture.
    - E. Endanger themselves or others.
    - F. Annoy other Tenants (e.g. barking constantly, climbing on desks, peeing on feet).
  - C. Pets that are allowed are dogs. Cats at this time are not allowed, as they do cause more allergic reactions from people and litter boxes are not permitted.

- D. Pet that is allowed may be disallowed at any time. Examples of automatic withdraw of pet privileges include but are not limited to:
  - A. Pets that violate the above policy more than 2 times.
  - B. Pets that attack anyone. Not even once.
  - C. Pets that make other Tenants uncomfortable either due to size, type, or aggression.
  - D. Pets that enjoy chewing wires. And shoes.