

CoworkFrederick

Playground Rules – Effective February 1, 2017

Cowork Frederick, a DBA under Ferguson Holdings, LLC, was created to foster and support a coworking community in Frederick, MD. These “Playground Rules” apply to the use of Cowork Frederick by members and non-members alike for any kind of activity (working, learning, and, yes, even playing).

1. **Be nice.** Treat others with respect and kindness. Consider your surroundings and use a suitable level of voice and language. Turn off/down the sound on your phone, computer, or other gadget. Use headphones. Book a room for long conversations. Clean up after yourself. Consider the rest of the world too. Conserve. Recycle. Turn off lights when leaving. Print two-sided. Just be nice.
2. **Pitch in.** We operate with a skeleton staff to keep costs – and your fees – down. Being a member of Cowork Frederick is like living with roommates. We all contribute toward the cost of keeping a roof over our heads and the utilities on. We also help keep the place going. Make coffee. Empty the dishwasher. Take out the trash. Replace empty toilet paper rolls. See a need? Pitch in.
3. **Share.** Sharing is at the heart of coworking. It lets us use resources like equipment, space, utilities, and supplies more efficiently. Plus, it’s nice (see #1). Instead of bringing in a box of tea, jar of peanut butter or box of envelopes just for yourself, share. Sharing applies to ideas and activities too. Look for opportunities to include others. In other words, be a good sharer.
4. **Play fair.** You’ve made an agreement with Cowork Frederick (e.g., membership, meeting room reservation). We operate on the honor system. Keep track of your use of the space and do the right thing when the time comes and pay for the extra day, the guest pass, or additional meeting time.
5. **Don’t be a bully.** Avoid doing bad, annoying or otherwise not-OK things like:
 - a. Pyramid schemes, chain letters, junk email, spamming
 - b. Defaming, abusing, harassing, or threatening others
 - c. Pitching or promoting your business (or your kid’s fund raiser) to others trying to work
 - d. Posting or distributing anything inappropriate, profane, defamatory, or indecent
6. **Mind your own business.** We coworkers work in close proximity. Keeping what should be private, private is up to you. Take adequate precautions and secure your phone, computer, files, papers, etc. that may contain information you don’t want to share. On the flip side, don’t snoop in other’s materials, read through papers left on printers, or otherwise dig through other people’s stuff.
7. **Be safe.** Don’t do foolish or dangerous things like play with matches, run with scissors, chemistry experiments with cleaning solutions. Wash your hands. Throw away food that has gone bad. Clean up spills. Let us know if something needs repair. Keep our network safe, too. Don’t upload or use files with viruses, malware, etc. that could damage the network, computers, or equipment.
8. **Own up to messing up.** If any action or inaction on your part or that of your guest(s) cause harm or damage to anyone or anything, own up to it and make it right (fix it and/or cover related costs).

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9. **Play responsibly.** Cowork Frederick is not in the business of serving food or drink. If such food or drink exists and you partake, you do so at your own discretion and risk. Be responsible. Oh, and, it's not nice to over-consume – anything – so be nice too.
10. **Hold each other accountable.** These Playground Rules are shared with every member, Day Pass user and meeting room renter. We should all know what they are. If someone forgets, remind him/her (with respect, like you would want). Oh, and, it's your responsibility make sure your guests follow these rules and generally behave themselves.
11. **No Smoking.** This might qualify under keeping Cowork Frederick safe, but it gets its own mention so there's no confusion. No smoking is allowed in our workspace, including our back patio and front steps. Black Label Tattoo is kind enough to have an ashtray out front and is into the sharing thing too. You can use their ashtray – and they won't even make you get a tattoo (though you could 😊).
12. **No sleep-overs.** Yes, we really do have to say it. Tempting as it might be, with amenities such as a sofa, shower, and refrigerator, you cannot make 122 E Patrick Street your home – not even for one night. Cowork Frederick is for business use only.
13. **Stay tuned.** Updates to these Playground Rules will be posted on the Cowork Frederick Member Dashboard and in the workspace. It's your responsibility to keep up with any changes and adhere to them. If there's anything you don't understand, just ask. We're here to help.