

Community Rules & Membership Benefits

Collaboration, Sharing and Mutual Respect

The single biggest benefit of RocketSpace membership is access to your fellow members. We absolutely encourage RocketSpace members to make connections, collaborate on projects, share ideas, provide advice, and generally make cool stuff happen. However, members may NOT spend their days directly soliciting other members. It's just annoying and will probably result in cancellation of your membership.

RocketSpace is, first and foremost, a place to work. While we want our community to be open, fun, energizing, and collaborative, we also want it to be professional.

1. Every person using RocketSpace must be a paid member. The number of members a company has must match the number of paid-for desks. If you have four desks/memberships, you may only have four individual members identified, in advance, to RocketSpace. **Sharing of memberships is prohibited and non-transferable.** Exceptions: non-members may use RocketSpace if they are meeting RocketSpace members for business-related meetings or if a member has purchased a Day Pass for a non-member. Members are wholly accountable for the conduct of their guests. A member guest is permitted to use RocketSpace campus for a maximum of 8 hours per week. Anything above must be pre-approved by Campus Membership Management team. **UK Campus:** Unauthorised visitors shall be charged at the rate of £50 per day. Members must immediately notify RocketSpace of any additional usage beyond that designated in their current Membership Agreement. Members are responsible for informing RocketSpace of team members changes so we can update our app, building pass and systems accordingly.
2. RocketSpace key cards and mobile are NOT transferable. You are not authorized to “give” or “loan” your key card or member app to anyone else for any reason. RocketSpace may cancel your membership if we discover that you have violated this rule.
3. We expect members to keep the kitchen area clean. Please wash, dry, or place in the dishwasher your cups, glasses and dishes Please take care of your guests' items. We expect members to report spills or stains as soon as possible to our team.
4. Please label and date the food you put in the refrigerator. The RocketSpace staff reserves the right to throw anything in the refrigerator away, including breakthrough science experiments. Aside from condiments, RocketSpace will dispose of any food found in fridge on Friday of each week unless expressly informed otherwise.
5. RocketSpace is a discrimination and harassment free environment. We have a zero-tolerance policy for any remarks or behavior failing to respect all individuals on our campus. We advise that all employees of member companies take a class on workplace harassment.
6. You agree to keep your workspace clean and orderly. You will remove all trash and cardboard boxes from your workspace or common space. Your space is for building cool products, not storage.
7. You agree to not download any copyrighted material using the RocketSpace network. Oh, and it's illegal.

8. Access to conference rooms is one of the great benefits of RocketSpace membership.

Here's some info regarding conference rooms:

- (i) To ensure that **conference rooms** are always available, members must book conference rooms, using credits or for a fee, prior to use. There is no drop-in use of conference rooms.
- (ii) **London & 123 Mission Campus Only:** Phone booths are available on a first come first serve basis and have a **30-minute time limit** per use. **180 Sansome Campus:** Phone booths must be booked in advance via the app and have a **30-minute time limit** per use. Please be respectful to fellow members and do not exceed time limits.
- (iii) (ii) You may not re-sell or donate your conference room credits to non-members or outside groups.
- (iv) (iii) Please clean up after using a conference room including disposing of your trash in appropriate receptacles. If you re-arrange the furniture in the conference room, we expect you will return it to the original set-up. Lastly, please erase the white boards upon departing the room.

9. If you would like to hold an event at RocketSpace, please talk to our team. They will provide; scheduling, guest policy, insurance requirements, and fees if applicable

10. RocketSpace is a 24/7 facility for members. You don't have to go home, but you can't live here.

11. We expect members to be mindful of safety and security for everyone's benefit.

11. We will provide each office member with their company logo for office door. Company signage display for dedicated desks must be reviewed and approved by RocketSpace in advance of installing.

I agree to RocketSpace Community Rules and exhibit pride of membership in the RocketSpace Community.

STANDARD MEMBERSHIP BENEFITS

As part of the membership fee, you are entitled to access all the benefits and features of your home Campus. We hope you'll take advantage of all the great perks and amenities in the space. These include but are not limited to:

London Campus Benefits

State of the art workspace including rise/fall desk, ergonomic chair, and pedestal	Access to a wide range of state-of-the-art meeting/conference rooms ranging from 1-2 person phone booths to 12 person video-conference enabled rooms.
High-speed internet available across the campus	Access to all RocketSpace London member-only Programming and Events

Available kitchens on every floor with complimentary beverages including tea and coffee	Bike storage and showers for commuters
Access to member-only Café and Relaxation Room	Access to Dedicated Event space with capacity for up to 140 attendees

San Francisco Campus Benefits

Agile workspace including desk, ergonomic chair and filing cabinet	Access to a wide range of state-of-the-art meeting/conference rooms ranging from 1-2 person phone booths to 12 person video-conference enabled rooms.
High-speed internet available across the campus	Access to all RocketSpace SF member-only Programming and Events
Available kitchens on every floor with complimentary beverages including tea and coffee	Bike storage for commuters
Access to member-only Lounge including pool table, ping pong and games	Access to Event space