



## **House Rules for Coworking**

### **What is coworking**

Coworking at The Cluster is a shared collaborative workspace for professionals. It's based on the belief that we are more productive and creative when we work together than alone.

### **Did I hear something about free food?**

The Cluster provides free Tea/Coffee, bread, spreads and various other snacks for you to enjoy during your working week!

Please be considerate towards others though, nobody likes the guy who takes all the Tim-Tams at snack time, we encourage members to be reasonable with their consumption so that everyone may enjoy.

### **Are there quiet areas to work?**

There are several dedicated areas on the floor including "The Library." This space is strictly no phones, no talking and no music... perfect for deadline crunch time! Just sneak in there, shut the door and nobody should bug you!

### **How do the meeting room bookings work?**

The Cluster has a total of 15 meeting rooms, 7 Skype booths, and 3 break out areas for meetings.

You can book the 6 internal free meeting rooms through the Google Calendar invite you will receive when you join.

All of the above have unlimited access with respect to fair use.

The Serviced meetings need to be booked through the receptionists, so stop by and have a chat or send them an email!

[reception@thecluster.com.au](mailto:reception@thecluster.com.au)

### **Can I bring my own lunch?**

Yes please! We have 3 fridges, 6 microwaves, dishes, utensils, mugs, cups and everything you need for lunching in the cafe. We also serve morning tea and afternoon tea to make sure you don't wither away. You will find a

supply of lollies lying around, and great coffee as well, to get you through that afternoon slump.

### **Do you have parking facilities?**

We do not have parking facilities, but we are surrounded by them! Please see reception for more details.

### **Do you have storage I can use?**

Yes, there is short term and long-term storage for members. Not all of these are individually lockable, but all are behind a secure door. Ask reception for more details.

### **Do you hold regular networking events?**

Indeed we do, The Cluster team and our clients love nothing more than getting together! We have a casual affair every Friday in the glasshouse, an end of months drinks, monthly breakfasts, lunch & learns, MYNL and many more which gives you plenty of opportunity to mingle with The Cluster community.

### **Are you pet friendly?**

We wish! Unfortunately the lease does not allow this though we tried to write it in!

### **I talk on the phone a lot will that be a problem?**

Our space works on mutual respect and learning to use your 'inside voice'. If you have a conversation that turns private you can use one of the phone booths or meeting rooms available. If, however, if you have a naturally loud voice and are on the phone all day The Cluster coworking space may not be for you.

### **Respect the space, mind your mess...**

We work incredibly hard to make your business look good, I hope you can do the same for us! Respect the space and leave it as you find it. If you moved things around, then return them to their original location and please tidy up after yourself. You never know when someone's client, investor or even their mum will stop by for a look.

### **Say 'hi' you'll be amazed at what can happen next...**

At The Cluster, the space is shared and the ideas can be too. Be sure to get to know your fellow coworkers as this is a fundamental aspect of successful

coworking and could help your business take a step to the next level. Chances are, if you need a hand with something, the people sitting next to you can help!

**Respect the work...**

While people in the space are friendly, interested and curious, they are also there to work. Please show empathy towards your coworkers and our community by being considerate with noise and distractions you bring to your space; everyone will love you for it <3

**Take advantage of community events...**

Events at the space are there for you to take advantage of, attend them when you can. You might learn something new or meet a great contact.

**Give back to the community in some way...**

Whether you love baking, you want to host your own event, or you want to sponsor the next keg, it's always nice to make an effort. The more giving the members the more welcoming the space.