House Rules for EdCity Members

Welcome to EdCity. We want everyone who works, visits and spends time here to feel welcome, safe and comfortable. These House Rules set out the expectations that help us create a positive environment for everyone. By using EdCity and its facilities, you agree to follow them. If you have any questions, please speak to a member of the EdCity team.

1. Access and security

Please do not share your access card or mobile access with anyone who is not an authorised member. Help us to keep EdCity secure by reporting any concerns about unauthorised access to the EdCity team.

2. Personal belongings

Please take care of your own belongings while at EdCity. EdCity cannot accept responsibility for personal items that are lost, stolen or damaged.

3. Children and young people

Under-18s may not enter member spaces unless they are attending a scheduled event.

4. Pets and assistance dogs

EdCity operates a no-pet policy. The exception is assistance dogs, including guide dogs.

5. Smoking and vaping

EdCity is a strictly smoke-free and vape-free environment. Smoking and vaping are not permitted anywhere in the building including the reception area, stairwells, toilets, outdoor courtyards and terraces. Please do not congregate or smoke directly outside the front or back entrances, as this can affect other EdCity users and visitors.

6. Alcohol and drugs

- Alcohol must not be purchased or consumed at EdCity unless this has been specifically agreed as part of an authorised event.
- Illegal drugs are strictly prohibited. The police will be contacted if illegal drugs are found, used or supplied on site.
- No one should attend EdCity or participate in activities while under the influence of excessive alcohol or drugs.

7. Health, safety and prohibited items

For everyone's safety:

- Please do not bring or arrange delivery of any noxious, harmful, dangerous or perishable items to EdCity.
- Candles, incense and naked flames are not permitted anywhere in EdCity.
- Please follow any reasonable health and safety instructions given by the EdCity team.

8. Respectful behaviour

EdCity is a community and we want it to be a friendly and inclusive place for everyone.

We expect members, employees and guests to treat each other and the EdCity team with courtesy and respect at all times. Harassment, bullying, intimidation, discrimination, threatening behaviour, inappropriate sexual behaviour, offensive language or any other unacceptable behaviour will not be tolerated.

9. Use of EdCity

Please use EdCity only for your usual business activities. EdCity must not be used for:

- Medical or clinical purposes involving frequent visits by members of the public.
- Retail activities involving frequent visits by members of the public.
- Any other activity or use that has not been agreed with us.

If you are unsure whether a particular activity is appropriate, please speak to the EdCity team before going ahead.

10. Advertising and signage

To keep our shared spaces looking professional and welcoming, please do not put up advertisements, signs, nameplates, posters or other promotional materials anywhere in EdCity, including on doors or windows.

11. Business address

EdCity must not be used as your organisation's registered office address or as an address for service of legal proceedings.

12. Soliciting and selling

Soliciting, canvassing or selling goods or services within EdCity is not permitted without our prior written approval.

13. Looking after our shared spaces

We want everyone to enjoy EdCity and its facilities. Please treat our shared spaces, meeting rooms, equipment and facilities with care, leave them clean and tidy after use, and be considerate of others at all times.

14. Termination of membership

Our priority is to maintain a safe, welcoming and enjoyable environment for everyone at EdCity. Members who do not comply with these House Rules will receive a warning. If a second warning is issued, their membership will be revoked.

In cases of serious misconduct, EdCity reserves the right to suspend or terminate membership immediately.

Thank you for helping us create a positive environment for everyone at EdCity. Together, we can build a community where people feel welcome, respected and supported to do their best work.