

# TAG House Rules

Version 1.0 · English

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These House Rules are the practical rules for safety and day-to-day use of the TAG workspace at Jacob Bontiusplaats 9, 1018 LL Amsterdam (the “**Location**”). They form part of the Agreement described in the TAG Workspace Membership Agreement and General Terms, and they apply to Members, Seat Holders, guests, day-pass holders and contractors. The TAG Community Code of Conduct covers how we treat each other; these rules cover how we use the space.

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## 1. Access

- Your Access Credential is personal. Do not lend it, share it or let anyone in on it.
- Do not hold doors open for people you do not know, and do not let anyone follow you in without registration.
- The Location is open 24/7 to Members. Outside staffed hours you are responsible for closing doors behind you.
- Report a lost Access Credential to TAG straight away, so it can be blocked.
- The last person to leave closes windows and switches off lights in the rooms they used.

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## 2. Workstations

- Use one workstation at a time, and only for the length of your visit.
- Clear your workstation completely when you leave: laptop, screens you brought, cables, papers, cups and food.
- Belongings left on a workstation after your visit may be moved by TAG to lost and found.
- Priority Zone: TAG decides which workstation is freed up for a Priority Zone Seat Holder. Members do not ask other users to move themselves.
- Do not reserve workstations with bags, jackets or notes.
- Shared screens and equipment stay at the workstation they belong to.

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## 3. Your belongings

- There are no lockers or storage spaces. Take everything you brought home after each visit.
- Belongings left behind are handled as described in the General Terms (things left behind).

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## 4. Calls, noise and meeting rooms

- Take calls and video meetings in a phone booth or meeting room, not at a workstation in the shared zones.
- Keep conversations at workstations short and quiet. Use headphones for audio.
- Meeting rooms are booked through the TAG booking system and are included for Members within fair use.
- Book only what you need, arrive on time and cancel bookings you no longer need.
- A booked room is free for others if you are more than 15 minutes late.
- Leave the room as you found it: table clear, screen off, furniture back in place.
- Phone booths are for one person at a time and are not for long working sessions.

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## 5. Guests

- Business guests are welcome. Register your guest with TAG before they arrive.
- You meet your guest at the entrance and stay with them during their visit.
- Guests stay in the shared lounges and meeting rooms unless TAG agrees otherwise.
- A guest who works at a workstation needs a day pass or a Seat.
- You are responsible for your guests and for their following these rules and the Code of Conduct.

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## 6. Kitchen and shared areas

- Coffee, tea and water are for normal use during your visit.
- Wash, dry and put away what you use, or put it in the dishwasher.
- Label food in the fridge with your name and date. TAG empties the fridge every Friday afternoon.
- Keep strong-smelling food out of the work zones.
- Separate waste in the bins provided.
- Keep shared areas tidy for the next person.

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## 7. Safety

- In an emergency, call **112** first and then alert a TAG staff member.
- Know where the emergency exits and assembly point are. Never block exits, walkways, fire doors or safety equipment.
- Follow instructions from TAG staff, building management, emergency responders and in-house emergency officers (BHV).
- Report damage, broken equipment and unsafe situations to TAG straight away.
- Smoking, vaping, overnight stays and residential use are not allowed anywhere at the Location.
- Pets are welcome. Keep your pet with you and under control, and clean up after it. You are responsible for any mess or damage it causes. TAG may ask you to take a pet home if it disturbs others.
- Use your own electrical equipment only if it is safe and in good condition. Do not use heaters, cooking appliances or other high-power devices.

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## 8. Internet and IT

- Use the TAG network for lawful, normal business use only.
- Do not run servers, mining, network scanning or anything that slows the network down for others.
- Do not connect your own routers, access points or network switches.
- Lock your devices when you leave them, and keep confidential work out of sight of others.

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## 9. Mail and address

- TAG does not receive mail or parcels for Members. Do not use the Location as a postal, visitor or registered address.
- Deliveries for TAG events are arranged with TAG in advance.

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## 10. Photos, filming and events

- Ask before you photograph or film people at the Location, and respect a no.
- Filming for commercial use and events organised by Members need TAG's written consent.
- Do not attach anything to walls, windows or furniture without TAG's consent.

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## 11. Bicycles

- Do not bring bicycles, e-scooters or scooters inside the Location or leave them in the entrance.

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## 12. Lost and found

- Items found at the Location are kept by TAG for 30 days. After that TAG may donate or dispose of them.

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## 13. Breaches and changes

- TAG may ask anyone who breaks these rules to stop, to leave the Location for the day, or may take the measures in the General Terms and Code of Conduct.
- TAG may change these House Rules as set out in article 10.3 of the General Terms. Urgent safety changes apply immediately.

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## 14. Contact

| TOPIC             | CONTACT       |
|-------------------|---------------|
| General questions | ben@tag.space |
| Emergency         | 112           |

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