

Community

AMWorks has the ideals of community and coworking at its core. As a member you agree to uphold these principles of co-operation, collaboration and community as you go about your business each day in AMWorks.

Professionalism

AMWorks is a friendly and social place, while also a place of business. Your conduct inside the space should be professional and courteous to fellow members and their guests.

Guests

AMWorks provides casual and formal meeting places for members to bring clients and associates. Please consider those around you in terms of noise and space when meeting with your guests.

Meeting Room

A meeting room is provided for members to use when they require a more private space. This room will be available to book at various times on a first come, first served basis with an understanding that use of the meeting room should be considered acceptable use and fair to others (booking the room for the whole day is not fair to others). Currently only full-time and part-time members are able to book the meeting room.

Cleanliness

Whilst AMWorks is professionally cleaned once a week, it is up to members to keep their space tidy and presentable. Hot desk users need to completely clear their workspace at the end of every day.

Noise

As AMWorks is an open plan work space, members need to keep in mind others working around them when talking with colleagues in person or on the phone. AMWorks provides spaces for members to take extended (more than a few minutes) phone calls away from their desks, and away from others.

Security

Access to AMWorks is by via a secure main gate and an additional two fob entry systems. Each member is provided with a lockable pedestal/cupboard for storing laptops and other valuables. It is the responsibility of everyone using the space to be mindful of security. AMWorks cannot accept responsibility for loss or damage of any member or guests property.

Monthly Agreements

Full-time and part-time members are billed in advance on a monthly basis. Members who wish to cancel their membership need to do so within 7 days of their monthly billing date.

Reasonable Usage of other Utilities

As part of the AMWorks environment, members will be able to make use of basic shared utilities and services. Such services may include printer, fax, phone, magazine and newspapers. Members that have constantly high usage of these resources should contact AMWorks to get a special agreement that is fair for everyone.

Member Name: _____

Member Signature: _____

AMWorks Representative: _____

Date: _____