**House Guidelines**

1. Be respectful. This is a collaborative co-working space.
2. All materials and supplies that are to be shared will be labeled as such. Do NOT use, borrow or move things that do not belong to you.
3. Do not have any personal items or supplies delivered to these buildings because there is no one there to sign for your delivery; speak with Katie for special exceptions.
4. Are there building Maintenance issues in Bldg. 602? (Call Katie)

* Heat/AC not working
* Lights
* Funky Smells

1. You must clean up after yourself. If you bring something in, be sure to take it back with you. Do not leave garbage, decorations, or flyers in the building unless you plan to clean it out afterwards.
2. Building is open from M-F 8-5pm. If you need access to it on the weekends or after hours, please contact Katie to arrange for it to be opened by campus security.
3. If you are the last to leave after 5pm, lock the building on your way out.
4. Parking is very limited; there are some meters outside of the building for your use. We suggest that you take public transport.

Katie Evans – Office Manager

801-585-1496

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Office Hours: M-F 8-5pm (Please call prior to visiting to ensure my availability)