

COMMUNITY NORMS

As a member of the kTown Hall Community, we encourage and expect you to respect your fellow coworkers and take pride and ownership over our shared space



SPACE



Respect others



If you use it up, replace it (or tell someone who can)



If you take it out, put it back



Don't leave the door open or grant access without approval



While we encourage having fun, this is a place of work.



This is a professional adult environment



Guests may enter for reserved conference room meetings only



NOISE



Use headphones for music or audio



Speakerphones are not allowed except in booths or conference rooms



Keep phone calls in the open space short and to a minimum



CLEANING



Wash your dishes



Clean up after yourself



Mark any food with name and date



kTown Hall reserves the right to toss unmarked food or growing ecosystems

TIPS



Utilize the brilliance and expertise of your fellow coworkers!



Don't be afraid to ask for or offer help

CONTACT

Need help? Have suggestions for an event or improvement?

Want to connect? Talk to Anne with any ideas!



610.655.5419



anne@ktownhall.com