

House Rules

For everyone using Offices Today — day pass, hot desk, boardroom, private office and dedicated desk users

Last updated: **9 July 2026**

1. Purpose

These House Rules set out how we expect everyone to use Offices Today so the space stays safe, pleasant and workable for all tenants and visitors. They apply equally to a single day-pass user and a 12-month private office tenant. These House Rules are incorporated by reference into the Terms of Use and, for private office/dedicated desk tenants, the Licence Agreement — a breach of these rules is treated as a breach of those agreements.

Every first-time visitor is personally reviewed and approved before they can book or access the space — see the Terms of Use, clause 4. These House Rules govern behaviour once you're here, whether that's your first visit or your hundredth.

2. Access & Security

- Access is via 24/7 smart-lock entry (app or code), issued only after your Request has been approved and your ID verified under our Terms of Use.
- Do not share your access code, card or app credential with anyone else, including other tenants' staff. Each person who needs access should be registered individually.
- Do not prop open external doors or let unknown people follow you in (“tailgating”). If someone you don't recognise asks you to let them in, direct them to the intercom/enquiry contact instead.
- Report a lost card, phone or compromised code within 24 hours so we can deactivate it. A replacement fee may apply.
- Common areas and entry points are covered by CCTV for security purposes — see our Privacy Policy.

3. Conduct & Noise

- Be respectful of everyone sharing the space — this is a mixed environment of solo operators, small teams and casual day-pass users.
- Keep noise at a level appropriate to a shared workspace. Take calls and meetings in a private office or The Clubhouse where possible rather than The Fairway.
- Headphones are appreciated in The Fairway for music, calls or media.
- No illegal activity, harassment, or discriminatory behaviour will be tolerated. This includes behaviour towards other tenants, visitors, or Offices Today staff/contractors.

4. Pool Table, Dart Board & Games Area

- These are shared amenities in The Clubhouse — please give way if others are waiting.
- Be mindful of noise and safety (particularly darts) when meetings or calls are underway nearby.
- Report any damage to equipment so we can repair or replace it promptly.

5. Kitchen & BBQ Balcony

- Clean up after yourself — wash or stack your own dishes, wipe down surfaces, and remove perishable food you bring in.
- Label any food you're storing and don't leave it indefinitely; unlabelled or out-of-date items may be discarded.
- The BBQ is available for tenant use, particularly Friday afternoons — follow the posted gas safety instructions, and turn off the gas at the bottle after use.

6. Alcohol & Friday Drinks

- Sunset Drinks (Fridays from 4pm) and the BYO bar are self-managed, informal arrangements between tenants — not a licensed bar service. Please drink responsibly and look out for your guests.
- Tenants are responsible for the conduct of their own guests, including during Friday drinks or any event they host.
- Do not drive from the building (including from the basement car park) if you're not fit to do so — plan a taxi/rideshare or leave your car overnight if needed.
- We reserve the right to end a gathering or ask someone to leave if behaviour becomes unsafe or disruptive to other tenants.

7. Guests & Visitors

- Visitors must be signed in (or accompanied) by the tenant hosting them — this applies even if you are an approved tenant or Verified Guest yourself. Being verified covers you; it doesn't cover whoever you bring in, so we still need to know who's on site.
- The hosting tenant is responsible for their guests' conduct and compliance with these House Rules while on the premises.
- After-hours guest access (outside standard business hours) should be arranged with us in advance where practical.

8. Parking

- Basement parking is allocated to tenants who've added it to their booking/licence — park only in your assigned bay.
- Vehicle registration details provided at application are used to authorise app-based car park access — let us know if your vehicle changes.
- No overnight storage of vehicles without prior arrangement.

9. The Clubhouse (Boardroom) Bookings

- Bookings are for the time slot paid for — please vacate promptly for the next booking.
- Leave the room, screen, pool table and dart board tidy for the next user.
- Maximum 8 seated guests unless otherwise agreed.

10. Digital Signage

- Signage content (logo, business name, tagline) must be lawful, accurate and appropriate for a shared commercial building.

- We reserve the right to refuse or remove signage content that we reasonably consider offensive, misleading, or unrelated to your registered business.

11. Health, Safety & Emergencies

- Familiarise yourself with the fire exits and muster point signage displayed in the building.
- In an emergency, call 000 first, then notify us as soon as it's safe to do so.
- **Emergency/after-hours contact:** Agnieszka Holbrook — 0418 500 062
- Report any safety hazard, damage, or near-miss to us promptly, even if no one was hurt.

12. Breach of House Rules

Minor or first-time breaches will usually result in a verbal or written warning and a reasonable opportunity to fix the issue. Serious breaches — including safety risks, illegal activity, harassment, or repeated disregard for these rules — may result in immediate suspension of access (including withdrawal of Verified Guest status), in line with the Terms of Use and (for tenants) the Licence Agreement.