

# ElmiraWorks Guest Policy

Welcome to ElmiraWorks! To ensure a productive and harmonious environment for all our members and guests, we have established the following guest policy. Please take a moment to familiarize yourself with these guidelines.

## Guest Limit and Time Duration

- A maximum of 2 guests are allowed in the co-working space at any given time.
- Guests are welcome to stay for up to 2 hours without any additional charges.

## Extended Stays

- If a guest wishes to stay beyond the 2-hour time limit, a day pass must be purchased/charged for each guest.
- Day passes can be obtained individually by request or can be invoiced to the member.

## Client Meetings and Larger Groups

- For visits involving 3 or more guests, such as client meetings or workshops, day passes will need to be purchased for the additional guests or rent the conference room by the hour.
- The conference room can be reserved in advance by request, and its availability is subject to prior bookings.

## Check-In and Check-Out Procedures

- All guests must be signed in using the sign in sheet.
- When your guests are ready to leave, please ensure they are properly signed out to maintain accurate records of their visits.

## Member Responsibility

- The hosting member is responsible for their guests and ensuring they adhere to our co-working space policies.
- Members are accountable for any disruptions caused by their guests and any damages incurred during their visit.
- Guests must be accompanied by the member for the duration of their stay.

**Note:** In the interest of maintaining a comfortable and productive environment, we reserve the right to refuse access to guests if the co-working space is already crowded and capacity limits are reached.

We appreciate your cooperation in adhering to our guest policy. By following these guidelines, we can maintain a professional and comfortable atmosphere for everyone in the ElmiraWorks community.

Should you have any questions, require assistance, or wish to reserve the conference room, please don't hesitate to contact us. refer to our website (<https://www.elmiraworks.com>) for further information.

Thank you for choosing ElmiraWorks as your workspace of choice. Let's work together and thrive!