

thinktank

Rules and Regulations

- * Thinktank is a member organization. That means everyone needs to follow these rules so that we can all get our work done in a safe, comfortable environment.
- * Cell phones must be turned off (or on vibrate) before entering Thinktank. Cell phones may only be used in the phone room.
- * Do not smoke anywhere in the building—not in Thinktank, the bathroom, the hallway or the stairs.
- * Sign in when you arrive and sign out when you leave. If you're the last person to leave Thinktank at any time during the day or night, unplug the coffee machine and turn off the lights.
- * You may drink at your workspace but do not eat at your workspace. Please clean up after yourself in the kitchen – wash your dishes, clean up spills, etc. Please do not leave trash anywhere in Thinktank – use the trashcans.
- * Do not have mail, packages or faxes sent to Thinktank. If a family or friend calls the office in order to reach you for anything short of an emergency, the staff will not come and find you, nor will messages be taken.
- * Thinktank is for members only. Please do not invite visitors.
- * For security purposes, NEVER keep the Thinktank door propped open.
- * Members who consistently violate these rules will have their memberships revoked.