

THE THIRD PLACE CLUB

HOUSE RULES

Not Home. Not Work. Your Third Place. Here is how we keep it that way.

The idea. The Club works because members trust each other and take care of the space. These rules are short on purpose. When in doubt, be the person you would want to sit next to.

Getting in

- Club hours are Monday through Friday, 7:30 a.m. to 7:30 p.m. We will email you about closures for holidays or events.
- Your door code is yours alone. Never share it, prop the door, or let someone in behind you who is not a member. Codes may change from time to time; we will let you know.
- Someone meeting you for lunch or a quick meeting is welcome during Club hours. They sign in on the visitor log when they arrive, stay with you, and head out when you are done. Want a friend or colleague to work here for the day? That is a \$10 day guest: email contact@synovasearch.com ahead with their name and date, Zelle the \$10 to ajohnston@synovasearch.com, and stay on site with them. Three day visits a month is the limit before they join. Never leave a visitor here alone.
- Nobody is on duty here. The space is not staffed or supervised, so you may be the only one in it. Lock up behind you, call 911 in an emergency, and email contact@synovasearch.com if the door, Wi-Fi, printer, or coffee maker is not working.

Working together

- Seating is open and first come, first served. Grab a spot, not a whole table. Do not save seats with belongings if you leave for more than an hour.
- Headphones for video calls and audio. Step into the private office for calls that are long, loud, or confidential. Keep your voice at a conversation level.
- You will overhear things. What you hear at the Club stays at the Club. Never record another member or their screen.
- No walk-in customers, retail, or using the Club as your business address.
- The printer is there for reasonable everyday use. Please do not run big jobs; if you need a few hundred pages, ask first.

Kitchen and coffee

- Coffee is on us. One or two cups is generous; a whole box of pods going home with you is not. Bring your own snacks and lunch.
- Rinse your mug, wipe your spills, and label anything you put in the fridge. You are responsible for clearing your own items. Anything in the fridge more than three days may be tossed without notice.
- Bring your own mug if you can. It saves cups and tastes better.

Safety and respect

- Everyone is welcome here. Harassment, discrimination, threats, or intimidation of any kind end a membership on the spot.
- No alcohol outside Club-hosted events, no drugs, no weapons, no smoking or vaping on the premises.
- The common areas may be monitored by video surveillance for everyone's safety (never in restrooms).
- Keep valuables with you. The Club cannot be responsible for anything left unattended, and our insurance does not cover your belongings. Nothing stays overnight during the pilot.
- If something feels off, tell us. Email contact@synovasearch.com. Concerns are handled promptly and discreetly.

Leaving

- Take your things, push in your chair, and turn off anything you turned on if you are the last one out.
- Want to cancel? Email contact@synovasearch.com with 30 days notice. No hard feelings, and you are always welcome back.

Questions about these rules? Ask any time. Thanks for helping make this a place worth coming to.