

Member Rules of Conduct

Effective March 2026

Welcome to The Launch On Green, affectionately called, The Launch— your community launchpad. To ensure this remains a welcoming, productive, and inspiring space for everyone, all members are expected to read, understand, and abide by the following rules of conduct. By accessing Launch On Green, you agree to these standards.

1. Respect for Others

The Launch is a shared community built on mutual respect and inclusion. All members are expected to:

- Treat fellow members, guests, and staff with courtesy, professionalism, and kindness at all times.
- Refrain from discriminatory, harassing, threatening, or offensive language or behavior of any kind.
- Be mindful of others' time, work, and personal space — avoid interrupting members who appear focused or in meetings.
- Resolve any interpersonal conflicts calmly and respectfully; escalate to staff if needed.
- Honor the diversity of backgrounds, perspectives, and work styles that make our community strong.

2. Noise Levels & Quiet Conduct

A productive work environment depends on everyone being considerate of sound levels.

- Maintain conversational voices in shared coworking areas at all times.
- Phone and video calls must be taken in designated private offices or meeting rooms — not in open coworking areas.
- Headphones are strongly encouraged when listening to audio or music.
- Meetings or collaborative discussions involving multiple people should be held in reserved meeting spaces.
- Avoid disruptive sounds, including loud ringtones, speakerphone use, or extended personal conversations in shared areas.
- Members who are repeatedly disruptive may be asked to relocate or leave for the day.

3. Cleanliness & Care of the Space

We all share responsibility for keeping The Launch clean, organized, and welcoming.

- Clean up after yourself in all areas — including workstations, kitchenette, restrooms, and meeting rooms.
- Dispose of trash and recycling properly in the designated bins.
- Wash or wipe down dishes, cups, and any kitchen items after use.
- Return furniture, chairs, and equipment to their original positions after use.
- Report any spills, damage, or maintenance needs to staff immediately.
- Do not leave personal belongings unattended or store items overnight without prior approval.
- Meeting rooms must be left clean and ready for the next user; wipe down surfaces and erase whiteboards before leaving.

4. No Non-Member Guests

The Launch is a members-only community space. To protect the safety, privacy, and comfort of all members:

- Non-members are not permitted in the coworking or private office areas without prior approval from staff.
- If you need to host a client, colleague, or external guest, a meeting room must be reserved in advance through the appropriate booking process.
- Approved guests must be met at the entrance, escorted at all times, and signed in with staff.
- Members are responsible for the conduct of any approved guests they bring into the space.
- Unauthorized access by non-members may result in suspension or termination of membership.

5. Use of Space & Resources

- Use only the spaces and resources included in your membership tier. Upgrades are available — contact staff for details.
- Do not monopolize shared workstations, outlets, or equipment for extended periods when others are waiting.
- Wi-Fi is for business use only. Bandwidth-heavy activity (e.g., large uploads/downloads, streaming) that disrupts others is prohibited.
- Members may not conduct business activities that create health, safety, or legal concerns on the premises.

THE *Launch* ON GREEN

6. Hours of Access & Security

- Access to The Launch is limited to posted hours of operation based on membership level unless otherwise authorized.
- Do not share your access credentials, key fob, or entry codes with non-members.
- Always ensure exterior doors are securely closed upon entry and exit.
- Report any suspicious activity or security concerns to staff immediately.

7. Consequences of Non-Compliance

The Launch reserves the right to enforce these rules to protect the community. Violations may result in:

- A verbal or written warning from staff.
- Temporary suspension of access privileges.
- Permanent termination of membership without refund.

We believe in a community-first approach and will always seek to resolve concerns respectfully before escalating.

Thank you for being a part of The Launch.

Questions or concerns? Reach us at cowork@launchongreen.com or 216-970-2935.

Member Signature: _____ Date: _____