



HUCKLETREE

HOUSE RULES

FOR DAY PASS USERS

HUCKLETREE HOUSE RULES

Introduction

These House Rules set out the etiquette for using Huckletree's communal spaces and shared services. They're here to protect the collaborative, respectful atmosphere that defines our community and ensures every member and guest has a consistently positive experience.

We believe that a well-run work environment is essential to the success of every business. These guidelines reflect our commitment to creating spaces where teams can thrive.

They supplement our Day Pass Terms and Conditions, and we ask all Day Pass users to read and follow them. The definitions used in your terms and Conditions shall have the same meaning in these House Rules unless the context denotes otherwise.



Respect Policy

At Huckletree, everyone deserves to feel welcome, respected, and able to do their best work. We're committed to creating an inclusive environment where all members can thrive without fear of discrimination, harassment, or exclusion.

We have zero tolerance for racism, sexism, homophobia, biphobia, transphobia, ableism, or any form of prejudice based on age, ethnicity, nationality, class, gender, gender presentation, language ability, or religious affiliation. Sexual harassment and any abuse of power are completely unacceptable.

By working from our spaces, you agree to treat everyone with dignity and respect. Any conduct that creates an intimidating, hostile, or offensive environment will result in immediate action, up to and including removal from our community.

If you experience or witness behaviour that violates this policy, please reach out to any member of our community team immediately. Our team is trained to handle these situations with care and confidentiality, ensuring swift and appropriate action is taken. Creating a space where businesses thrive starts with ensuring every person feels valued and safe.

Access

Access to your Huckletree location is during business hours 8.30am – 6pm Monday to Friday. During these times our community team is on-site to support you (except during Bank Holidays and the Christmas period). We may alter the access to your home Huckletree location (or any other Huckletree location) at any time at our reasonable discretion.

Huckletree expects that Day Pass users will respect the dignity of other members and Huckletree staff and not harass or degrade others. Content that threatens or is abusive to others will be reported to Huckletree immediately.

Open plan etiquette

INCLUSIVE OF CO-WORKING, BREAKOUT & KITCHEN AREAS

1. Please use these areas with due regard to the rights and interests of other users, including reducing your noise levels (this includes using headphones for calls through your computer, phone, and for music), having regard for the amount of space you are using and your use of the electrical facilities and wireless connections. If you are making too much noise, you may be asked to reduce your noise levels.
2. We encourage Day Pass users to use the phone booths for lengthier, noisier or private calls. Phone booths are available for use at any time, without prior booking. Please keep usage up to 1 hour at a time.
3. Please don't use the open-plan areas to conduct large meetings and be aware that we may ask you to move into a meeting room (at your expense) should we discover you are using the spaces inappropriately or preventing other members and their visitors from enjoying the space.
4. Please don't spread out personal belongings in a way that may stop members from working from residing desks.
5. Please keep the space you are using tidy and clear of rubbish and any obstructions.
6. Please use the kitchen areas as the only designated spaces for eating, and kindly avoid bringing food with strong odours.

BREAKOUT SPACES / KITCHEN AREAS

1. Please be considerate of the wider environment, other members and our cleaning teams when using our breakout or kitchen areas, and always clean up after yourself.
2. Please place your dirty crockery and cutlery in the dishwashers after use and use all appliances with care. Our cleaning team are only required to clean Huckletree crockery, cutlery and glassware, not personal food containers. Empty food containers which have not been collected may be discarded on a Friday each week.
3. Please only store your food and drink items in the fridges and cupboards that are labelled for member use and ensure that you remove any out-of-date food from these where necessary. Our cleaning teams clear perishable foods from the fridges and cupboards each Friday afternoon, and completely clear out them once a month. Community teams reserve the right to remove any out-of-date or offensive items from the members' fridges at any time.

BATHROOMS, SHOWERS & LOCKER ROOMS

1. Please treat these areas with respect by removing towels and personal items from shower rooms after use. We reserve the right to discard of any towels and personal items left in the bathrooms immediately, and from the locker rooms if not claimed within 24 hours.
2. Please keep bathrooms clean and tidy. Any items other than toilet roll should not be flushed down the toilets.

HEALTH AND SAFETY

1. Day Pass users must not do anything that compromises their own safety or that of others while within the Huckletree space.
2. Day Pass users must immediately report any injury, potential risk, or danger that they're aware of to a member of the Huckletree team including any worn or damaged equipment to a member of the Huckletree team
3. Huckletree reserves the right to ask to remove any items that it, at its sole discretion, determines may be obstructive to others or represent a health and safety risk.
4. Fire alarms and evacuations outside of the weekly alarm testing must be treated as a real-time emergency and the correct evacuation procedure followed to vacate the building.
5. The use of any Huckletree location to conduct or pursue any illegal or offensive activities is strictly prohibited, and weapons of any kind or any other offensive, dangerous, hazardous, inflammable or explosive materials are strictly prohibited in any Huckletree location.
6. Please be advised that for security reasons, we may, at our discretion, regularly record areas in a Huckletree location via CCTV.

PHOTOGRAPHY / FILMING

1. We may for marketing purposes take photographs or video footage in our Huckletree Location. These images and footage may include you and by being a Day Pass user you consent to us doing so.
2. If you wish to use any of our images of our locations then you should request this in writing to your community team with a copy of the images you wish to use.
3. If you wish to take photographs or film within any of our locations you should first complete a photography/filming request form and gain written consent from the community team of the Huckletree location you wish to film in. If these images are to be used publicly, you must also gain written consent from our marketing team via the community manager of your location.
4. You agree that any images or material from any document or webpage produced by us (including data, illustrations, designs, photographs, video clips, text, graphics and logos) are owned exclusively by us and/or our content providers. Any use or distribution is prohibited without our prior written permission.

WELLNESS AREAS & EVENTS

1. For Huckletree locations that host fitness/wellness events, any Day Pass users wishing to participate must sign a waiver form with the community team.
2. Wellness areas must not be used for any type of meetings and be aware that we may ask you to move into a meeting room (at your expense) should we discover you are using the spaces inappropriately or preventing other members and their visitors from enjoying the space.
3. Fitness/wellness areas may be designated as 'quiet' or 'tech-free' zones. Please respect these requests or you may be asked to leave the area.

ALCOHOL

1. Those who are of legal drinking age that choose to consume alcohol should do so responsibly.

SMOKING/VAPING

1. Huckletree is a smoke-free and vape-free environment. Smoking and vaping are strictly prohibited in all indoor and outdoor areas of our spaces, including terraces and entrances.

House Rules

It's important that every Day pass user takes the time to read and understand what's expected of them.

Any breach of these House Rules by you could lead to a termination of your Day Pass.

Should you have any questions please reach out to your community manager. We're always here to help.



Ellwood

coffee

from our friends at Origin

espresso	1.5
double espresso	2
macchiato	2.25
americano	2.5
flat white	3
latte	3
cappuccino	3

speciality

matcha latte	3.5
turmeric latte	3.5
chai latte	3.5

mocha	
hot chocolate	

Waffles	
Avocado Toast	

HUCKLETREE

The home where businesses *thrive*.