



## JHub Fair Use Policy – Members

JHub members are welcome to use the Studio space to hotdesk or to host meetings and events in line with our Fair Use Policy. Filling out a membership application form constitutes an agreement to adhere to the JHub Fair Use Policy.

### **JHub Values**

All members accept and affirm the values of the JHub community. While membership at JHub is fully subsidised by Pears Foundation, members agree to “pay forward” the value of their use of JHub by making a contribution (financial, in-kind, or volunteering time) to a project furthering social change.

### **Signing in**

All members need to sign in and out at reception when visiting JHub.

### **Hotdesks**

JHub members can bring their own laptop and use the JHub Studio to hotdesk between 09:00 and 17:00 Monday to Friday.

### **WiFi**

WiFi is available on request. Please ask a member of JHub staff to provide you with a username and password.

We expect all members to self-certify that they are utilizing JHub resources solely to engage in pursuing social change through not-for-profit projects and initiatives.

### **Meeting Rooms**

JHub members can book the Studio board room, subject to availability. It must be reserved in advance through a member of JHub Staff and be cancelled in advance if not needed. This is the sole responsibility of the member.

In exceptional circumstances a room booking may be cancelled for a JHub event, in which case as much notice as possible will be given. Where possible this booking will be moved to a different meeting room before it is cancelled.

All meeting rooms must be returned to the state in which they were originally found following a meeting. Details of how meeting rooms should be left are printed on a laminated sheet in every meeting room.

### **Event Space**

JHub members can book the JHub Studio as an event space according to the terms listed [here](#). The JHub Studio is subject to availability and prior arrangement to ensure that a JHub staff member is on site during the event.

Following an event it is the responsibility of the JHub member who has made the booking to ensure the room is put back to the way in which it was found.

It is the responsibility of the resident who has made the booking to inform a member of JHub staff if there are going to be more than 20 people attending the event.

Event participants should be instructed to park in the surrounding streets. There is no parking available at JHub for members or their guests. (The Haskell House car park does not belong to JHub).

### **Post**

There are no services to receive post on behalf of JHub members. Only resident organisations may use JHub as a mailing address.

### **Personal Belongings and Storage**

Members are encouraged to take due care of their valuables. JHub cannot be held responsible for theft or loss of member's personal belongings. Laptops and other items of value should not be left unattended at any time.

JHub cannot offer storage space to members. No personal items or possessions should be left in JHub without an owner present.

### **Withdrawal of services**

JHub may withdraw membership and/or services to any member. This can be for non-compliance with the JHub fair use policy or a violation of JHub's values. JHub also reserves the right to unilaterally withdraw membership at the discretion of any JHub staff member.