

Guidelines for Collaborative Space Use

Date: [Insert Date]

To: [Team/Department Name]

From: [Your Name/Position]

Dear Team,

As we continue to foster a collaborative and productive environment, please adhere to the following guidelines for the use of our shared spaces:

1. Respect Shared Areas

Keep noise levels to a minimum and be mindful of others using the space.

2. Clean Up After Use

Ensure that all personal belongings, materials, and waste are disposed of properly.

3. Time Management

Be conscious of the time spent in collaborative areas, especially during peak usage hours.

4. Book Ahead When Possible

If you require a dedicated area for meetings, please utilize the booking system in advance.

5. Communicate with Team Members

Keep transparency with team members regarding the use of shared resources and spaces.

Thank you for your cooperation in making our collaborative spaces functional and enjoyable for everyone. Should you have any questions or suggestions, feel free to reach out.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]