

# Shared Space Regulations

Dear [Member's Name],

Welcome to our shared space community! We are excited to have you as a member. To ensure a harmonious environment for everyone, we kindly ask you to adhere to the following regulations:

## 1. Respect Common Areas

Please keep shared areas tidy and clean. Dispose of any trash properly and respect others' belongings.

## 2. Noise Levels

Be mindful of noise levels, particularly during designated quiet hours from [Time] to [Time].

## 3. Hours of Operation

The shared space is open from [Opening Time] to [Closing Time]. Please plan your visits accordingly.

## 4. Safety Protocols

Please follow all safety guidelines and report any hazards to management immediately.

## 5. Usage of Facilities

All facilities must be used respectfully and according to the posted instructions.

We appreciate your cooperation and commitment to making our shared space enjoyable for everyone. If you have any questions or concerns, feel free to reach out.

Sincerely,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]