

# Shared Space Booking Guidelines

Dear Team,

As we continue to collaborate and maximize our workspace, here are the guidelines for booking shared spaces:

## 1. Booking Process

All bookings should be done through the shared calendar available on the intranet.

## 2. Space Availability

Please check the availability of the space before making a reservation to avoid conflicts.

## 3. Duration of Use

Limit bookings to a maximum of 2 hours to accommodate multiple teams.

## 4. Cancellation Policy

If you need to cancel your reservation, please do so at least 24 hours in advance.

## 5. Clean-Up Responsibilities

Teams are responsible for cleaning up the space after use. Please leave the area as you found it.

## 6. Contact Information

If you have any questions or concerns, feel free to contact the facilities team at [facilities@example.com](mailto:facilities@example.com).

Thank you for your cooperation.

Best regards,

The Facilities Team