

TELLISKIVI HUB – HOUSE RULES

renewed 24.03.2026

Below you will find our house rules. Following them helps ensure that everyone feels comfortable and welcome at HUB.

ACCESS

- Monthly HUB members have 24/7 access to the workspace, while day pass users have access on their selected day from 09:00 to 17:00.
- Each monthly member receives a personal access card, and each day pass user receives a personal access code. Access cards and codes must not be shared.
- On weekdays, the courtyard-side entrance is closed from 22:00 to 07:55, and on weekends the Telliskivi street-side entrance is closed from 07:55 to 19:00. During these times, HUB members can access the premises via the courtyard entrance using their personal access card (via the Inner Range card reader located on the left).
- If your card is lost, please notify a HUB representative immediately. The replacement fee for a lost access card is €15.

WORK AREAS

- Respect other members and keep your workspace clean.
- Use lockers to store personal belongings.
- For phone and video calls outside private offices or meeting rooms, please use phone booths.
- If you are the last to leave a room, please turn off the lights.
- If something is spilled or becomes dirty, clean the surface and inform a HUB representative.
- Bringing your own furniture or interior elements is allowed only with prior agreement from a HUB representative.
- When leaving, the workspace must remain in the same condition as before use.

KITCHEN AND COMMON AREA

- HUB members are welcome to use the kitchen area and all appliances (coffee machine, water dispenser, microwave, fridge, dishwasher, etc.).
- Coffee and tea are intended for personal use in reasonable amounts.
- We encourage members to connect and interact in the kitchen.
- If you leave food in the fridge, please label it clearly with your name.
- Items marked with “HUB” are for shared use. The fridge is cleared every Friday.
- Place dirty dishes in the dishwasher. If it is full, start the wash cycle. Ask a HUB representative if needed.
- Please eat in the kitchen area, not in meeting rooms or at open workspace desks, to avoid disturbing others.
- Please sort waste according to the instructions on the bins.

MEETING ROOMS

Private office agreements include a certain amount of free meeting room usage each month. The number of hours and room options depend on the size of your office. All meeting rooms must be booked online.

2–3 person office

- 15 free hours per month

- Available rooms: STARTER (3), TULUKE (5)

4 person office

- 20 free hours per month
- Available rooms: STARTER (3), TULUKE (5), VICKER (6)

6 person office

- 20 free hours per month
- Available rooms: STARTER (3), VICKER (6), KUUKULGUR (8), SÄDE (8-10)

Fixed desk

- 7 free hours per month
- Available rooms: STARTER (3), TULUKE (5)

- Each use must be booked in advance.
- Unused hours do not carry over to the next month.
- Additional usage is subject to the price list.
- Meeting rooms must be left in the same condition as before use: personal items and waste removed, lights turned off, chairs and table arranged.

COMMUNITY AND EVENTS

- All members are encouraged to participate in HUB community events and trainings.
- Event information is shared within HUB or via communication channels (WhatsApp, email, etc.).
- Community events are usually free or based on voluntary contributions.
- Public events may be free or discounted for members – ask a HUB representative for details.
- If you wish to organize an event, please coordinate it in advance with a HUB representative. Private events are only allowed in designated areas

INTERNET AND PRINTING

- The internal network “**HUB Internal**” is intended for private office users; users of the open workspace, meeting rooms, and guests can use the open WiFi network “**HUB Visitor**.”
- When using the HUB network, the security of data transmitted via the internet connection is not guaranteed, and users must implement appropriate security measures where necessary (e.g. encryption, backups).
- The internet may be used for work purposes only; illegal activity may result in restricted network access.
- HUB provides one WiFi printer; where possible, please print in black and white and double-sided.
- If you exceed the free printing limit, charges will apply according to the price list.
- Use of the printer is at the user’s own risk. HUB is not responsible for situations where other users may access information from the printer memory or view printed documents, for example if a document is left in the printer, mixed with another user’s documents, or otherwise becomes accessible to third parties.
- For network access and printer setup, please contact a HUB representative.

SMOKING

Smoking, including e-cigarettes, is prohibited throughout the building, including HUB premises and at the entrance. Violations may result in a fine.

VENTILATION AND HEATING

HUB uses a mechanical ventilation system that automatically regulates temperature.

FIRE SAFETY

All members must be aware of HUB fire safety requirements. In case of emergency, follow exit instructions and evacuation plans. A HUB representative can provide additional information if needed. You may also request the fire safety requirements and evacuation plans from a HUB representative in electronic format.

FIRST AID

The first aid kit is located near the wardrobe area. If you need assistance, contact a HUB representative. If any items are missing, please notify a HUB representative by email. If you have a medical condition that may require emergency assistance, please inform a HUB representative in advance.

PHOTOS AND MARKETING

HUB may occasionally take photos or videos for marketing purposes. These materials may be used online, on social media, or in print.

COMMUNITY CHANNEL

HUB uses internal communication channels such as a closed WhatsApp group and email to share updates, event information, and daily news. Members can use these channels to communicate, ask questions, and make suggestions. If you have not received an invitation, please inform a HUB representative.

GUESTS

- If an unfamiliar person enters HUB, please confirm who they are visiting. If needed, ask them to wait in the lobby until their host arrives.
- A guest is any person who is not a HUB member and is present for a meeting or event.
- Guests, children, and pets must not be left unattended. Meeting rooms and phone booths are not to be used for childcare.
- Guests may be offered coffee or tea, but additional consumption should be reported in your monthly usage report. Drinks are charged at €2 + VAT per cup. Membership includes only reasonable personal consumption.

CODE OF CONDUCT

All HUB members contribute to maintaining a pleasant, clean, and professional work environment.

- Respect yourself, other members, staff, and guests.
- Be polite, helpful, and cooperative.
- Follow basic hygiene and courtesy rules.
- If you notice behavior that causes discomfort or damages the reputation of the HUB, please inform a HUB representative. HUB reserves the right to ask such individuals to leave.

We appreciate your cooperation!
For any questions or issues, please contact a HUB representative.