



FITCI & Maryland's EDGE Community Coworking Rules

For Conference Rooms and Base Camp Community Space

321 Ballenger Center Drive | 4539 Metropolitan Court

1. Respect Shared Spaces

Maintain a clean and tidy workspace. Clean up after yourself in common areas, meeting rooms, and kitchens. Use the dishwasher:-) Respect the property and equipment, and promptly report any damages or issues.

2. Noise Management

Keep noise levels to a minimum to ensure a conducive working environment for all members. Use headphones for music and videos and take calls in isolated areas or private rooms.

3. Guest Policy

Guests are welcome but must be accompanied by a member at all times. Please inform the front desk about your guests ahead of their visit. Members are responsible for their guests' behavior.

Guests will be asked to sign in on the iPad at the front desk of either location. Upon signing in, the app can send a notification to your phone to let you know your guest has arrived. Please turn *on* notifications in your phone settings for the CoWorks app to enable this feature.

4. Internet Usage

Use the internet responsibly. Refrain from downloading or uploading illegal content. Prioritize bandwidth for professional and business-related activities. Please direct guests to utilize the guest network.

5. Security

Always secure your personal belongings. The community is not responsible for lost or stolen items. Ensure that the doors are closed and secured if you are the last one leaving after hours.

6. Collaboration and Networking

Engage with other members positively. Networking and collaboration are encouraged, but respect others' desire for privacy and focus.



7. No Solicitation

Direct selling or unwelcome solicitation of fellow members and their guests is prohibited. Promotional activities should be relevant to community interests and pre-approved by management.

8. Inclusivity and Non-Discrimination

We are committed to creating an inclusive environment. Discrimination based on age, race, gender, sexuality, religion, or disability will **not** be tolerated.

9. Feedback and Suggestions

Your feedback is vital for our continuous improvement. Please share your suggestions or concerns with the FITCI team through the appropriate channels.

These rules are designed to ensure that everyone at Maryland's EDGE can work effectively in a shared environment. Adjustments can be made to better suit specific needs or circumstances within the community.

10. Booking and Use of Meeting Rooms (FITCI Incubator Clients Only, not Coworking Members)

Reserve meeting rooms in advance through the provided system. Be mindful of time limits and ensure you vacate the room at the scheduled end time to accommodate the next booking. If you leave the room early, you can edit your booking or ask a FITCI member to do it for you.

All FITCI member companies are allowed up to 12 hours of conference room use per month (as per the lease and/or virtual/drop-in agreement signed). Booking of rooms are restricted to limited time slots, 3 hours/week for a total of 12 hours. This is to allow use of conference spaces by everyone and not block off whole days at a time.

In **special cases**, if you do need the room for more than 3 hours, please ask a member of the FITCI team to make the booking for you.

For **weekend and after hours use**, please ask the FITCI team to make the booking for you. Because the building is not staffed on the weekends, we need to be sure we know who will be in the space, so weekend booking via the app is not available. The booking will then show up in your app reservations.

FITCI CORE VALUES



1. Respect & Inclusion

We treat everyone with dignity, recognizing the value of diverse backgrounds, perspectives, and experiences. Respect is the foundation of trust, and trust is what makes our community thrive.

We believe: Mutual respect creates an environment where everyone can reach their full potential.



2. Collaboration & Shared Growth

We succeed together by supporting, mentoring, and sharing knowledge. Every member of our community is encouraged to contribute, collaborate, and grow alongside others.

We believe: Shared success is the most meaningful success.



3. Diversity Drives Innovation

We welcome and celebrate diversity in all its forms, knowing that different perspectives fuel creativity and innovation. Breakthroughs happen when diverse voices collaborate.

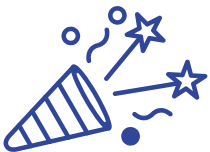
We believe: Innovation is born when unique ideas meet.



4. Accountability & Integrity

We hold ourselves and each other accountable for our actions and decisions, while maintaining honesty, transparency, and fairness. Integrity is at the core of how we operate.

We believe: Trust is earned through accountability and integrity.



5. Positivity & Celebration

We create an environment where successes, both big and small, are celebrated, and challenges are met with optimism and support. We uplift and inspire each other every day.

We believe: A positive mindset drives creativity, resilience, and long-term success.



6. Continuous Learning & Adaptation

We are committed to lifelong learning and remain adaptable to the evolving needs of the entrepreneurial world. We embrace change as a natural part of growth.

We believe: To innovate and grow, we must always be learning and evolving.



7. Community Impact & Responsibility

We recognize our role in building a stronger, more innovative Frederick and Maryland. Our success is shared, and we are committed to giving back to the community that supports us.

We believe: When we contribute to our community, we all grow together.