

Welcome to Hive Coworking Space.

By accessing or using Hive, you agree to comply with the following House Rules and Membership Terms.

These guidelines are designed to maintain a focused, respectful, and high-quality work environment for all members.

Please review this document carefully. Access to Hive is conditional upon acceptance of these terms.

PART 1 — HOUSE RULES

Clean Desk	Workspaces must be cleared at the end of each day. Members are responsible for cleaning any utensils used and maintaining a tidy environment at all times.
Noise & Phone Calls	Maintain silence at all times. Hive is a quiet workspace. Phone calls must be taken outside. Headphones are required for any audio.
Meeting Rooms	Meeting rooms must be booked in advance and used only for their intended purpose. Rooms must be vacated on time and left clean.
Internet Usage	Members must not use Hive's network or facilities for any unlawful, illegal, or unauthorized activities, including but not limited to downloading or distributing prohibited content, hacking, or engaging in fraudulent or harmful behavior.
Shared Resources	Handle AC remotes, kitchen appliances, and all shared equipment with care. Report any faults to the admin immediately.
No Guests	Access is limited to registered members. Visitors are not permitted without prior approval.
Professional Conduct	Members must maintain professional and respectful behavior at all times. Disruptive or inappropriate conduct will not be tolerated.
Cleanliness & Hygiene	Keep all areas clean. Avoid leaving food or waste in shared spaces; use the outside area for eating.
Energy Conservation	Lights, fans, and AC's must be switched off when not in use.
Privacy	Respect members' privacy. Do not access others' screens, devices, or conversations.
No Smoking & Substances	Smoking, vaping, tobacco use, alcohol, and drugs are strictly prohibited anywhere in Hive and its premises. Violations may result in immediate termination.

PART 2 — MEMBERSHIP TERMS

By becoming a member of Hive Coworking, you agree to the following terms. These rules exist to protect the space, the community, and your experience here.

1. Payment

All fees must be paid in full prior to access. No exceptions. Refunds, if any, are issued solely at the discretion of Hive management.

- UPI (paytmqr5h7d6x@ptys), Aurocard, AVFS Account, and Cash are accepted.
- Refunds are at the sole discretion of Hive management.

2. Plan Limits & Access Hours

- Regular plan: access 7 am – 7 pm.
 - Premium plan: access 7 am – 10 pm.
 - Full Access plan: 24-hour access.
 - Access is strictly limited to the member's selected plan.
- Unauthorized use beyond permitted hours will result in immediate termination without refund.

3. Conference Room Usage

- Conference rooms must be booked in advance — walk-ins are subject to availability.
- Complimentary hours included with Weekly, Half-Monthly, and Monthly plans only. Daily plans have zero free conference room time.
- Using a conference room beyond your complimentary allocation without paying is a violation of these terms.
- Unauthorized or unbooked use will result in a charge and may result in membership termination.

4. WiFi Code & Door PIN

- Your WiFi code and door PIN are personal — they must not be shared with anyone.
- Sharing access credentials is a serious violation and will result in immediate termination without refund.
- If your PIN or code is compromised, inform us immediately.

5. Conduct & Respect

- Maintain silence in the workspace. Phone calls must be taken outside.
- Use headphones for all audio. Do not disturb fellow members.
- Treat all equipment, furniture, and shared spaces with care. Damage will be charged.
- Keep your desk, the kitchen, and all shared areas clean at all times.
- Do not rearrange furniture or remove any Hive equipment.
- Respect the personal space of other members.

6. Membership Termination

Hive reserves the right to terminate any membership immediately and without refund if a member:

- Disrupts the workspace or disturbs other members or staff.
- Overstays their plan hours without permission.
- Uses conference rooms without booking or beyond their allocation without paying.
- Shares their WiFi code or door PIN with non-members.
- Behaves in an abusive, aggressive, or disrespectful manner toward staff or members.
- Misuses or damages Hive facilities or equipment.
- Violates any of these terms.

Before termination, members may raise concerns by emailing auromodehive@auroville.org.in. The final decision remains at the sole discretion of Hive management.

7. General

- Membership may not be resold, shared, or transferred.
- Hive reserves the right to update these terms at any time.
- Your use of Hive facilities is at your own risk. Hive is not responsible for loss of personal belongings.

EMERGENCY & SUPPORT CONTACTS

Hive Admin	+91 90427 59540	WhatsApp — any time
Auroville Security	+91 94430 90107	Fire, accident, harassment
Auroville Ambulance	+91 94422 24680	Life-threatening emergencies

Member Full Name:

Date:

Signature: