

## The Essex Community Foundation Hub

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Thank you for using the Essex Community Foundation Hub (Foundation Hub). We want this to be a friendly and welcoming space for all users so we do ask you to agree to the following terms and conditions:

As a user of Foundation Hub, you agree to:

1. Be respectful to other users of the shared space.
2. Leave the space as you found it. i.e. tidy away cups, plates, food waste etc.
3. Not use Foundation Hub's Wifi to undertake activities or visit websites that could bring your organisation or Essex Community Foundation into disrepute.
4. To notify Essex Community Foundation staff of any issues that arise during your time using Foundation Hub e.g. breakages. We can be contacted on 01245 355947 or you can simply walk up the stairs to our office.
5. Return security fobs or other equipment to a member of staff before you leave.
6. Be responsible for the security of your personal belongings whilst you are using Foundation Hub.
7. Be responsible for any guests or visitors that you invite to Foundation Hub as part of your work.
8. Comply with any safety or security guidance (e.g. fire drills).

Thank you.