Leicester Startups Coworking at CANOPY

Day and Week Pass Coworking

These terms apply to people using the Leicester Startups coworking space at Canopy on a paid basis, including **day pass** and **week pass** coworking.

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1. About the Space

Coworking in Workspace 10 (WS10) is managed by Leicester Startups CIC.

Our purpose is to support startup founders and early-stage businesses by creating a focused, professional and community-led environment where people can work, connect and build new ideas. While you may not be a Leicester Startups member, your use of the space sits within this broader mission.

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2. Coworking Options & Access

We currently offer two coworking options:

- **Day Pass Coworking**
- **Week Pass Coworking**

Both options include:

- Coworking bench access
- Wi-Fi
- Access to power

Coworking access for is available **Monday to Friday, 9:30am to 4:30pm** only.

Access is subject to availability and capacity, and use of the space outside these times is not included.

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3. Use of the Space

- Coworking access is provided for professional, business-related use only
- This is a shared workspace, not a private office
- Desk space is available at the Coworking bench
- Desk space should be cleared at the end of each day

- Leicester Startups retains full management control of the space

We may need to change seating arrangements, limit access, or suspend coworking during events or operational needs.

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4. Behaviour and Professional Conduct

All coworkers are expected to:

- Use the space professionally and respectfully
- Be considerate around noise, calls and meetings
- Treat other users, staff and visitors courteously
- Look after the space, furniture and equipment

Bullying, harassment, discrimination, intimidation or inappropriate behaviour will not be tolerated. Leicester Startups reserves the right to require a coworker to leave the space immediately if behaviour falls below expected standards.

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5. Management and Right of Refusal

Leicester Startups manages this space and may, at its discretion:

- Refuse or withdraw access at any time
- Limit repeat use where usage is not aligned with the purpose of the space
- Prioritise access for Leicester Startups members, founders or community-led activity
- Refuse or withdraw access where, in its reasonable judgement, a person's presence could give rise to conflict or disruption

Payment for a day or week pass does not guarantee ongoing or future availability.

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6. Confidentiality and Awareness

This is a shared workspace.

- Be mindful that conversations may be overheard
- Do not pass on information you hear unless it is clearly intended to be shared or appropriate to do so
- Respect the confidentiality of others using the space
- Act with integrity and do not deliberately copy, use or otherwise appropriate ideas, concepts or work of others

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7. Personal Belongings and Equipment

You are responsible for your own belongings and equipment.

Leicester Startups:

- Is not responsible for loss, theft or damage to personal property
- Cannot insure personal equipment
- May charge for damage caused to the space or equipment through misuse or negligence

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8. Health, Safety and Security

- Follow all building safety guidance and instructions
- Do not share access details
- Report any issues to Leicester Startups or Canopy staff

Failure to follow safety guidance may result in access being withdrawn.

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8. Data Protection and Communications

Leicester Startups CIC and Canopy will jointly hold personal data provided by Coworkers. Personal data may be used for purposes including:

- Managing access to services
- Communicating information about services
- Reporting on use of the space

We will not sell personal data to third parties and will only share data where lawful, necessary or with appropriate consent.

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10. Internet and Systems Use

Internet access is provided for legitimate business use only. Coworkers must not misuse systems, introduce malicious software, infringe intellectual property rights or engage in unlawful activity. Leicester Startups CIC reserves the right to monitor usage where reasonably necessary.

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11. Liability

Use of the space is at your own risk. To the maximum extent permitted by law, Leicester Startups CIC accepts no liability for business losses, lost data, or damage to equipment.

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12. Acceptance of Terms

By purchasing a day pass or week pass and using the coworking space, you confirm that you have read, understood and agree to these terms.