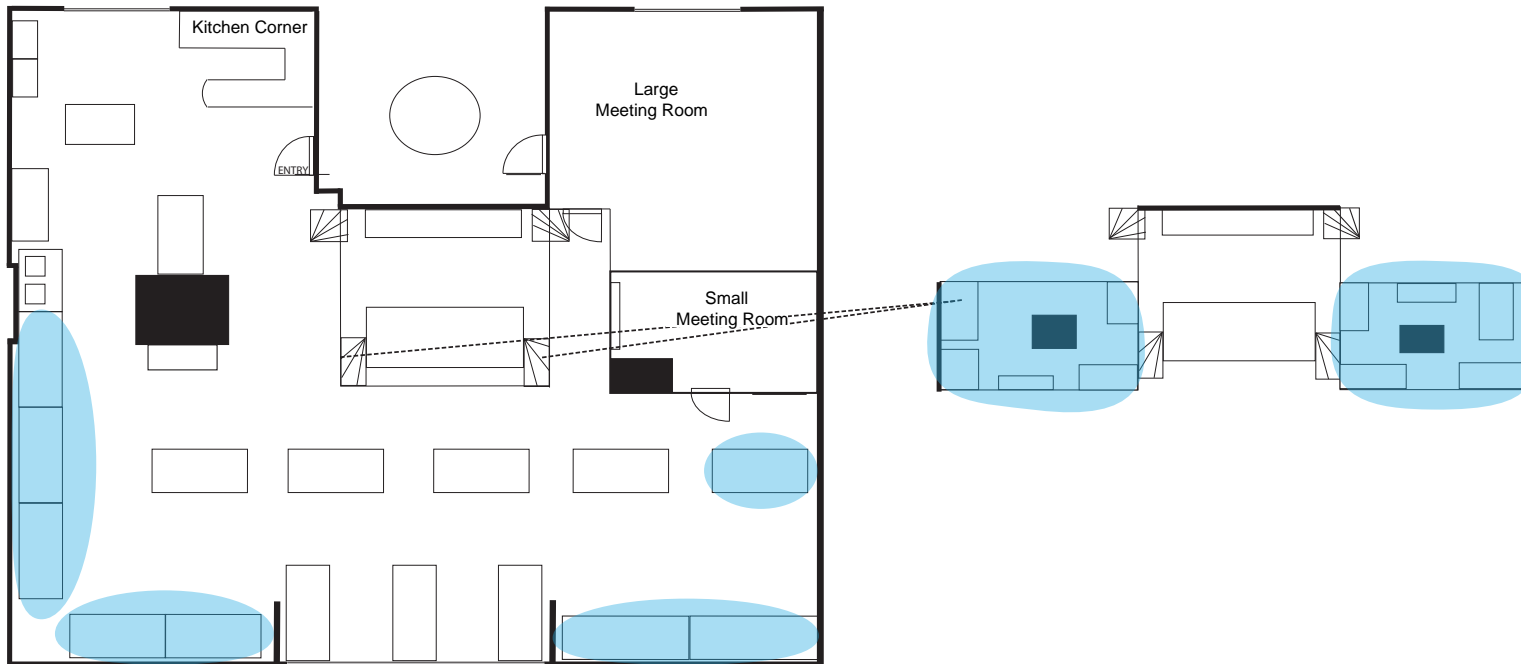


WHERE CAN I GET A FIXED DESK?
Fixed desks are available in the highlighted areas of the coworking space



FIXED-DESK HOLDERS

- You're welcome to keep non-offensive decorations, pictures, plants, desktop computers, multiple monitors, a VOIP phone, or other functional technology at your desk long term.
- Other members are welcome to work at your desk when you're not at the space, so the desk area should be left clean and clear when you leave for the day:
 - don't leave dishes or bags or other mess on your desk;
 - don't leave shoes or bags or other mess on the ground under or around your desk;
 - leave the work area clear so that other people have a place to work without needing to rearrange your desk to do so.

LOCUS MEMBERS WITHOUT FIXED DESKS

- All members are welcome to use fixed desks when the fixed-desk holder is not working there.
- Be prepared to give up the fixed desk nicely if the holder arrives.
- Do not remove or use monitors, desktop computers, or other tech that doesn't belong to you or to Locus at the fixed desk.
- Even if you tend to work at the same place every day, please leave the desk clean when you leave for the day, without personal belongings or other items borrowed from the workspace, so that other members don't mistake it for a fixed desk or a spot that's already being used.