

Policy document

Community101

Booking and spaces available for use

Community101 is a shared co-working space for the business community of Christchurch to meet, connect, and work alongside other small business owners, and to develop a central community.

Community101 spaces need to be pre-booked. The working spaces are:

- hot desks
- lounging spaces
- a collaboration desk
- meeting rooms (can be booked for 1hr sessions for in person or online meetings).
If you need more time, please speak with our workplace relationship manager.

Community101 etiquette

Shared space: community101 is a shared space. Please be mindful of the volume and type of conversations you are having and the types of activities you're carrying out and ensure they are appropriate for a shared and professional office environment.

Please don't use our community101 spaces to carry out personally sensitive matters. For example, our meeting rooms shouldn't be used for HR meetings (meetings related to hiring, performance improvement conversations, investigations, firing, redundancy), health and well-being or mental counselling or coaching sessions, medical appointments or clinics, or family dispute mediations.

Mindful of others: while collaboration is encouraged in community101, it is important to be respectful of others while using the space, please:

- be mindful of volume
- keep an eye on your belongings and make sure they're kept within your own space and not left unattended
- leave your space clean and tidy, and as you found it
- be respectful and follow any instruction from BNZ staff.

If you have any questions regarding community101 guidelines, please reach out to discuss.