



POLICIES

The Daily Space Policy

1. Introduction

Welcome to **The Daily!**

We're excited to have you join our community of creatives, entrepreneurs, and professionals. Whether you're looking for a coworking space, a venue for your next event, or a studio to bring your ideas to life, The Daily has something to offer.

This policy outlines the guidelines, expectations, and rules for using our space to ensure a productive, safe, and enjoyable environment for all members. By using our facilities, you agree to adhere to these policies.

Here are a few things to note as you start your journey with us.

Operating Hours:

- **Coworking:** Monday to Friday, 9 AM – 6 PM
- **Events:** Weekdays, 6 PM – 10 PM; Weekends, 8 AM – 10 PM

Amenities and Guidelines:

- **Restrooms:** Equipped with two restrooms.
- **Food and Beverages:** No in-house restaurant or coffee bar yet. Feel free to explore nearby options like Yakoyo, Chicken Republic, Cream Slices, Supermarts, or even suya joints. Please limit your consumption within the premises to snacks, coffee, or juice packs.
- **Comfort and Productivity:** Take breaks, move around, and connect with others. Your comfort and productivity are our priorities.

Pricing: For detailed information on our pricing plans, please visit [here](#).

2. Membership and Access



- 2.1. Membership: All users must have a valid membership or pass to access the space. Membership details, pricing, and plans are available on our website.
- 2.2. Check-In: Upon arrival, members must check in at the reception desk and present their membership card or reservation details.

3. Conduct and Etiquette

- 3.1. Respectful Behavior: Treat fellow members, staff, and visitors with respect and courtesy at all times. Discrimination, harassment, and disruptive behaviour will not be tolerated.
- 3.2. Noise Level: Maintain a moderate noise level that does not disturb others.
- 3.3. Cleanliness: Keep your workspace tidy and clean. Dispose of trash properly and follow recycling guidelines.
- 3.4. Common Areas: Shared areas like kitchens, lounges, and meeting rooms should be left as you found them. Respect shared resources.
- 3.5. During your use of the Facilities, you may be exposed to information belonging to the Company or another member that is, in whole or in part, non-public, confidential or proprietary in nature. You are obligated to maintain all information in strict confidence, not disclosing it to any third parties.

4. Space Usage

- 4.1. Desks: Choose a desk that suits your needs for the day. Personal items should not be left overnight on shared desks.
- 4.2. Meeting Rooms: Reserve meeting rooms in advance through the booking system. Observe your reserved time and leave the room promptly after use.
- 4.3. Private Offices: Private office users should respect office capacity limits and noise restrictions.



- 4.4. Restore the common spaces to be as clean as or cleaner than when you found them.
- 4.5. Chairs: Do not step on the cushions with your shoes. Don't leave marks from food, or stationary on the chairs, throw pillows and cushions
- 4.6. Smoking is not allowed at The Daily.
- 4.7. Taping anything to the walls within The Daily is strictly prohibited. If tape or any form of adhesive is used, and surfaces are damaged at any point during the reservation, The Daily will be forced to charge for all necessary repairs.

5. Technology and Connectivity

- 5.1. Wi-Fi: Secure Wi-Fi access is available. Do not share passwords with non-members.
- 5.2. Printing: Follow printing guidelines and respect printer usage limits.
- 5.3. No spamming, posting, accessing or downloading files that you know or should know are illegal or that you have no rights to.
- 5.4. The internet is shared by all members, so respect bandwidth and avoid streaming audio or video when possible.

6. Security and Behaviour

- 6.1. Personal Belongings: We are not responsible for lost or stolen items. Keep personal belongings secure.
- 6.2. No illegal substances: The possession, use, or distribution of any illegal drugs or substances is strictly prohibited.
- 6.3. No weapons: Firearms, knives, or other weapons are not permitted on the premises.
- 6.4. No disruptive behavior: Guests must conduct themselves in a respectful and responsible manner. This includes refraining from loud or disruptive behavior that may disturb other guests or damage property.



- 6.5. No unauthorized photography or recording: Photography or recording of the event or any guests without prior written consent is strictly prohibited.
- 6.6. No solicitation: The distribution of promotional materials or soliciting business on the premises is not permitted without prior written consent from the event space management.
- 6.7. No smoking or vaping: Smoking and vaping are prohibited in all indoor and outdoor areas of the event space.

7. Health and Safety

- 7.1. COVID-19 Guidelines: Follow current health and safety guidelines, including mask-wearing and social distancing if applicable. Don't forget to use your sanitisers.
- 7.2. Emergencies: Familiarize yourself with emergency exits, fire extinguishers, and first aid kits. In case of emergency, follow staff instructions.

8. Events and Workshops

- 8.1. Participation: Join events and workshops to network and learn. Check the schedule for upcoming activities.
- 8.2. From time to time, The Daily may host community, networking, or other special events, or open the space up for private events. Please keep in mind that your workspace may be visible by members of the general public. You will be given advance notice of any events, and if the Facilities will be unavailable to use during the event.
- 8.3. The group reserving the room assumes full responsibility for any damages to the facility and/or its equipment arising from misuse by its guests. Unauthorized painting, changing, altering, or tampering with any property at The Daily is prohibited. This includes, but is not limited to, furniture, equipment, or fixtures and fittings. Client will be responsible for costs for cleanup and/or damages that result from their event.



- 8.4. The Daily shall not be responsible for Event promotion. We can offer complimentary marketing opportunities through our digital platforms for public events occurring at the Venue that can help maximize exposure and attendance.

9. Membership Termination

- 9.1. Failure to adhere to these policies may result in membership suspension, termination of reservation or immediate expulsion from the premises and legal action.

10. Feedback

- 10.1. We value your input. If you have suggestions or concerns, please share them with our staff or click this link – [Feedback Form](#).

By using The Daily, you acknowledge and agree to abide by these policies. These guidelines are subject to change, and any updates will be communicated to members.

Thank you for helping us maintain a vibrant and collaborative environment!



Cancellation Policy

Cancellation Fees: Cancellation fees will be charged based on the date the cancellation is received.

Non-Refundable: A certain % of payment becomes non-refundable depending on the cancellation period.

Exceptions: In certain circumstances, such as force majeure events or medical emergencies, exceptions may be made.

Cancellation Timeline and Fees

- Cancellation within 7 days of booking: 100% of the total booking amount will be charged.
- Cancellation 8-14 days before the event: 50% of the total booking amount will be charged.
- Cancellation more than 14 days before the event: A 25% administrative fee will be charged.

Force Majeure

In the event of a force majeure event (e.g., natural disasters, government restrictions), the venue reserves the right to cancel the event without penalty. However, if the event is rescheduled, the original booking will be honoured.

Medical Emergencies

If a medical emergency prevents the event from taking place, the venue may consider waiving cancellation fees upon presentation of appropriate medical documentation.

Additional Notes

- All cancellations must be made in writing to thedaily@eyedares.com.
- The venue reserves the right to modify this cancellation policy at any time.



- Any disputes arising from cancellations will be resolved in accordance with applicable law.