

Welcome to the **THE CONFLUENCE** Co-Working Space



An overview of our guidelines
while you are utilizing this space:

Use of Confluence Co-Working Spaces:

- **Members**
- **Hot Desk** – daily rate, pay per use
- **Office Leases**
- **Guests** are not permitted in this space.

Private Telephone Booths:

- Use the booths for private calls or video conferences. These spaces are designed for time-limited calls. Ensure that you free up the space within an hour.
- Leave the booth clean and ready for the next user after your call.
- To ensure fair and efficient use, we kindly ask that you schedule your booth time in advance using the scheduling table located on the racking furniture.

Meeting Rooms:

- Please contact us for booking information for the following meeting and event rooms
 - Sunrise Rotary Meeting Room
 - Mercer Celgar Room
 - Visitor Centre
- Co-working Space Members Receive 10% off all bookings

Green Principles:

- Use reusable containers and utensils whenever possible.
- Minimize disposable product usage (e.g., paper towels, plastic cutlery).
- Recycle paper, plastic, and other recyclable materials.
- Conserve energy: turn off lights and equipment when not in use.

Kitchen Lounge Area:

- Feel free to use the kitchen for preparing your meals and snacks.
- Clean up after yourself: wash dishes, wipe down counters, and dispose of trash properly.
- Label all items in the fridge and ensure that expired items are removed.
- Help keep the area tidy and organized for everyone's enjoyment.

Open Concept Workstations:

- Find an available desk, table, chair, or couch and make yourself comfortable.
- Respect your neighbors' space and avoid disturbing others.
- Keep noise levels to a minimum.
- Keep your workstation tidy and free of clutter.

Clean-Up Responsibility:

- Everyone is responsible for cleaning up after themselves.
- Pack out what you pack in: dispose of trash and recyclables properly.
- Help us maintain a clean and pleasant environment for all users.

Additional Tips:

- Respect shared spaces and be mindful of noise levels.
- Collaborate and connect with fellow co-workers.
- The exit door to the Visitors Centre must be closed at all times. Access is only permitted during visitor centre hours, Monday – Friday, 9:00 AM – 5:00 PM.

Contact Information: Diana Quisobony
Email: tourism@castlegar.com Phone: 250.364.6313,