We are happy you are here at the co-working space of our TUM Venture Lab Built Environment.

We are up to become the central platform for young entrepreneurs and researchers developing technologies and solutions for our urban futures.

For everybody to enjoy the co-working space and to feel comfortable, please find some space guidelines.

Please read them carefully, and keep them in mind while you are using the space. When entering the space you confirm that you have acknowledged the space guidelines and act accordingly.

If you have any suggestions, feedback or questions, we’d love to hear them!

Contact us: be-venturelab@tum.de
**ACTIVATE**

**write**
on the idea walls, left and right from the entrance door, framed by a neon tape (whiteboard markers only!).

**re-arrange**
chairs, tables and pinboards upon your need.

**use the monitor**
for presentations, collaboration.

**connect**
with your peers; discuss and talk respectfully.

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**RESET**

**clean up**
after yourself. Keep tables and surfaces clean, use cleaning tools from the kitchen if needed and leave the space tidy.

**wipe down**
the idea wall at the end of your work and at the end of the day. The markers leave stains if they stay on too long. Please use the provided sponge, or the foam + towel for cleaning.

**put back**
chairs, tables and pinboards to where they belong after the end of your work and booking (see default setting in the floor plan).

**close**
windows and doors when leaving. Please lock the entrance door with the PIN Code, when you are the last person leaving.
tribune
Be careful when using the seating stairs!
Do not step (only sit) on top of the seating stairs, and always block all wheels when taking place.

phone
The white phone in space 2345 can be used in case of emergency. And for calls within TUM. For outgoing calls, predial 01.
089 - 289 28069

stopper
The entrance doors to space 2345 are fire safety doors. Door stoppers are not permitted.

supervise
Inform your guests, visitors, class about the guidelines – they apply to all users of the space. The access code is personally assigned to you and needs to be treated confidentially.
access
Enter the space via your transponder or the personally assigned access code. For safety reasons the code must not be shared. If you are the last person leaving the rooms, lock the door with your transponder or code and turn the door knob.

personal belongings
We do not assume any liability for the belongings and objects left in our spaces.

kitchen (room 2333)
The kitchen is a shared space and can be used as meeting area. Please leave it as you would like to find it, clean your dishes and switch off devices in the space after using. Please do not leave perishable food in the space and fridge overnight.

coffee + drinks
Please bring your own supplies. You will find machines and things you need in the kitchen. For any (non-coffee) drink taken, please insert 1€ into the coffee box.

meeting areas
For meetings you can use the co-working space and kitchen when free, if you do not mind other peers. If you need to reserve a meeting space in advance, please talk to us.

events
If you would like to host an event in our space related to our mission, we will be happy to assist. Please contact.

help
Any questions or comments? Ask your co-workers or contact us.
The VLBE space is a place for connection and communication. Connect with your co-workers and build your network.

Always be aware of your environment, join us in creating a space of mutual support, comfortable for everyone.

**TUM Venture Lab Built Environment**

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