

EMPIRE NETWORK REALTY RULES OF THE OFFICE.

THE FOLLOWING RULES APPLY TO ALL INDEPENDENT CONTRACTOR WITH EMPIRE NETWORK REALTY WHEN USING THE **OFFICE SPACE** DURING AND AFTER BUSINESS HOURS.

1- NO SMOKING AND/OR VAPING IN THE OFFICE

2-NO FOOD AND/OR BEVERAGES

3- NO PETS

4-MUST RESERVE THE CONFERENCE ROOM IN **ADVANCE** VIA EMAIL TO Janitza.enr@gmail.com (response will be provided during business hours only)

5-CONFERENCE ROOMS ARE RESERVED first come first serve basis and for 1-hour.

6-TO RESPECT THE PRIVACY, INCLUDING BE CONSIDERATE OF OFFICE STAFF WORK SPACE, WHILE IN THE OFFICE WE ASK YOUR PHONE CALLS NOT BE ON SPEAKER.

7-MUST MAINTAIN THE OFFICE CLEAN AT ALL TIMES AND CHAIRS IN THEIR PLACE BEFORE YOU LEAVE.

8-AFTER OFFICE HOURS, BEFORE YOU LEAVE YOU MUST SECURE THE OFFICE AND TURN OFF LIGHTS.

9-AGENT MAY NOT USE THE OFFICE TO HOST SEMINARS. THE OFFICE SPACE MUST BE AVAILABLE FOR MEMBERS OF EMPIRE; UNLESS THE BROKER IS HOSTING A CLASS OR ORIENTATION. THE INFORMATION WILL BE POSTED IN ADVANCE ON OUR EVENTS AND TRAINING CALENDAR ON OUR WEBSITE.