



## pod use policy

1. Reservations may be made in advance or at the pod entrance using the QR code.
2. Access is **ONLY** by the **OTP** sent to your email or phone. To exit, press the button next to the door.
3. The POD **must be vacated within 5 minutes upon expiry of the booked session.** Time may be extended if the next time slots are available
4. The POD is not available for operating a business or selling merchandise.
5. No more than **TWO PEOPLE** are allowed in the POD at one time.
6. **DOGO** reserves the right of admission or to cancel a reservation.
7. You are responsible for appropriate use of the POD, and for ensuring that the POD is left in good condition upon vacating.
8. **Food and Drink:** Only beverages with lids are allowed in the POD.
9. **Decorations:** Attaching materials to the walls, floors, ceilings, or doors is not allowed. Use the designated white board for any writings or presentations.
10. **Damages:** You will be liable for maintenance or repairs if any damage is done to the pod, furniture, or equipment and may be denied future use of the POD if damages occur.
11. **Banned Substances:** Smoking, alcoholic beverages, and the use of hazardous materials are not allowed in the pod.
12. **Clean up:** Users are responsible for leaving the POD as they found it.
13. **Personal Property:** DOGO is not responsible for loss or damage to the personal property of users. Use the safe provided to keep valuables.
14. **Furniture:** Furniture may not be brought into or removed from the POD.
15. **Noise level:** Users shall keep the noise level to a minimum.
16. **Failure to abide by POD conduct policies may result in denial of future use.**

work + meet