

The CENTER *for* FICTION

CODE *of*
CONDUCT

for Members & Visitors

Welcome to The Center for Fiction.

We are a nonprofit organization dedicated to the art of fiction. We join the national movement seeking systemic change for justice and equality, and we welcome all to our Center.

This Code of Conduct lays out our expectations for the use of our spaces, to ensure the quiet enjoyment of the space by all visitors.

HOURS

Bookstore and Café & Bar

Every Day: 11am–8pm

Library

Monday–Thursday: 11am–8pm

Friday: 11am–5pm

Saturday & Sunday: 12–5pm

Writers Studio

Every Day: 8am–10pm

ALL VISITORS

- Weapons, open flames of any kind and illegal drugs are not allowed.
- No smoking or vaping is allowed in any of The Center's spaces including the Terrace.
- Bicycles, roller skates and skateboards are not allowed in the building.
- Shirts and shoes are required.
- Respectful and courteous behavior to staff and other visitors is required.

- Yelling, swearing, threats, and violent behavior of any kind are not allowed.
- Except for the Bookstore, dogs are allowed only if they are required for a disability (service animals).
- Use of large monitors is not allowed (Writers Studio desk spaces excluded); laptops only in spaces where allowed.

GENERAL MEMBERS

- Member spaces include: Reading Room, Lounge, Terrace, Meeting Rooms.
- Key cards may not be used by anyone other than the Member.
- Members may admit up to 3 guests per month; and must sign them in at the desk.
- Membership spaces, including the Terrace, are a quiet but not a silent space. Talking should be kept to low tones.
- Talking on a cell phone or a video call is not allowed except in the phone booth.
- Phone booth calls must be less than 20 minutes.
- Use of keyboards is not allowed in the Reading Room; e-readers only.
- Second floor hours are subject to change as needed for the use of The Center's programming.
- Food and drinks are allowed, and Members must clear all their food items; we encourage Members to purchase from the cafe. Alcoholic beverages from outside are not allowed.
- Shoes are required at all times; shoes on furniture is not allowed.
- Sleeping is not allowed.
- Children under 12 are not allowed in the member spaces.

WRITERS STUDIO MEMBERS

*More details can be found in the
Writers Studio Contract and Members Guide.*

- Desks must be reserved in advance using Skedda, our online reservation platform.
- General member spaces are available during member hours only (see hours).
- Cell phone use is not allowed in the Writers Studio space.
- Food and drink is allowed; the Member is responsible for full clean-up.
- Writers Studio members may use the kitchen, and must fully clean up immediately after use.
- Key cards may not be used by anyone other than the member.
- Members may admit up to 7 guests per month; and must sign them in at the Help Desk.
- Guests are not allowed in the building before or after member floor hours (see hours above)
- Guests are not allowed in the Writers Studio space.
- Writers Studio members must be with their guests at all times.

BOOKSTORE

- Cell phone calls must be brief and quiet—this includes Members.
- Computer use in the Bookstore is not allowed.
- Only staff may use the ladders.
- Dogs are allowed, but must be quiet and on leash.

CAFÉ & BAR

- A purchase is required to use the café space, including Members.
- Members may not use the cafe space when the café is closed.
- Patrons may not go on the stage.
- Patrons may not touch the books or use the ladders in the cafe. Members must request retrieval of books.
- Patrons may not bring outside food or drink, or unpaid bookstore merchandise into the cafe.
- Patrons must use headphones on conference calls.

COMPLAINTS PROCEDURE

Members or visitors who have a complaint about the space, staff or anything that occurred in the space should write an email to **inquiries@centerforfiction.org**. The Center for Fiction will investigate and respond within 10 days.

Thank you for your cooperation and support!