



Ukie Office Fair Use Policy

July 2025

ukie.org.uk

1. Policy Statement

This policy regulates the fair use of the Ukie office, including meeting rooms and hotdesking space.

This is to ensure that we are being fair to all Ukie members, visitors and staff.

Members can use the facilities free of charge as part of their membership. Non-members can use the facilities at a charge. Please see the [Ukie website](#) for the price list of Ukie office hire.

2. What facilities are covered in this policy?

This policy covers the fair use of Ukie office space at *18A Black Bull Yard, Hatton Wall, London, EC1N 8JH*.

3. When are the facilities available?

The Ukie office is open **Monday till Thursday, 9:00 - 17:00** and **until 16:30 on Fridays**.

Due to our insurance policy, we cannot allow visitors or members in the office before it opens or remain after it closes, without a Ukie staff present.

Ukie staff may remain on the premises after closing time to prepare for events or meetings. We kindly ask that all members and visitors leave the premises promptly at the end of their booking.

Please note, that on occasions, the Ukie office may be closed due to internal or external events.

4. Facilities

Ukie offers a convenient and versatile meeting location in the heart of central London, ideal for hosting business discussions, workshops, or team sessions.

Member use

- Meeting Rooms – Blinky and Clyde
- Hotdesking area - Groups of 2-3, individual, quiet work is advised
- Kitchen – General area for use of Ukie staff and visitors. Complimentary hot drinks and filtered water.

Other areas in the office

- Please note that Ukie staff hotdesking area and Inky Studio is for the use of Ukie staff only.
- Games area - This area is for the use of Ukie Staff and desk-hire members.
- Desk Hire area - This area is exclusively for members who have entered into a rental agreement with Ukie to hire the desks on a full-time basis and are not available for general use or hot desking purposes. If your company is interested in hiring office desk space, please contact Julia@ukie.org.uk

Please, see the [desk hire document](#) for more information.

We kindly ask all visitors upon leaving the offices to dispose of any rubbish they have in our general and recycling bins and place their used glasses, cutlery and crockery directly into the dishwasher. This ensures the sink remains clear for cleaning purposes.

5. How to book the facilities

Meeting rooms can be booked via the [Members portal](#) on the Ukie website.

Hotdesking space is not bookable on the website and instead requires advance email notice to hello@ukie.org.uk due to limited space available/in case the office is closed or if there is an event scheduled.

6. Cancellations

We ask for more than 24-hour notice for cancellations. If a cancellation is given less than 24 hours before, the booking will be counted towards the fair use monthly quota.

7. Working environment

Ukie staff, members and visitors accept that the office is a working location and agree to maintain appropriate behaviour and noise levels.

To maintain a respectful and productive environment:

- Please book a meeting room for all meetings, group work, or calls.
- Most of the office is open plan, so we ask that all calls and online meetings in the hotdesking or desk hire areas be taken using a headset.
- The hotdesking area is best suited for individual work or small groups of 2–3 people. Please keep noise to a minimum and avoid loud conversations.
- Meetings are not permitted in the kitchen area.
- We ask everyone to be respectful and considerate of others working in the space.

8. Health, safety and accessibility

Ukie is committed to continuously improving the health, safety, and wellbeing of our office and its users. This includes regularly reviewing our safety policies and procedures.

- Office Access: The office is located on the lower ground floor and is fully accessible via lift.
- Ergonomic accessibility: Our workspace is designed to be ergonomically accessible. If you have any access needs or questions, please contact us at hello@ukie.org.uk.
- Quiet Space: A quiet room is available for anyone who may need it. Please speak to a Ukie staff member at reception for access.
- First Aid: The first aid kit is in the kitchenette, on the lower shelf.
- Fire Safety: Ukie has designated fire wardens who will guide visitors to the nearest assembly point, located at Hatton Gardens and Hatton Wall junction.

9. Office Culture

Ukie is committed to creating and maintaining workspace environment which encourages mutual respect, integrity and provides a safe and friendly environment.

All members, visitors and staff should be approached in a respectful manner.

Any concerns should be raised with the staff at reception or at Hello@ukie.org.uk

10. Guidelines

For more information, and general office guidelines please see the [Office Guidelines document](#).

11. Monitoring and reviewing the policy

We will continue to review the effectiveness of this policy to ensure it is achieving its stated objectives.